

## **JOB DESCRIPTION**

## **TRENTON BOARD OF EDUCATION**

### **Computer Teacher**

**JOB TITLE:**       **COMPUTER TEACHER**

**REPORTS TO:**   Principal

**SUPERVISES:**   None

#### **QUALIFICATIONS:**

1. Must possess a valid and appropriate certification issued by the New Jersey Department of Education.
2. Bachelor's degree from an accredited college or university required.
3. Excellent Communication Skills

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Meets and instructs assigned classes at the times designated.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepares for classes assigned, and show written evidence of preparation upon request of immediate supervisor.
4. Encourages students to set and maintain standards of classroom behavior.
5. Encourages students to utilize technology to expand their creativity and develop their intellectual capacity. Technology to be employed shall include, but not necessarily be limited to, computers, CD ROM, and laserdisc.
6. Employs a variety of instructional techniques and instructional media, consistent with the needs of the individuals or student groups involved.
7. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
8. Takes all of the necessary and reasonable precautions to protect students, hardware, software, materials and facilities.
9. Evaluates student progress on a regular basis.
10. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
11. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
12. Serves as a resource person to fellow staff members in matters relating to instructional technology.

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13. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
14. Assists in the selection of software, equipment and other instructional materials.
15. Works to establish and maintain open lines of communication with students and their parents.
16. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced study at institutions of higher learning.
17. Conducts workshops for classroom teachers and other personnel in the use of computer and various software.
18. Prepares students to utilize the computer as a resource for inquiry, problem solving, academic drill and practice, and recreation.
19. Develops classroom management through use of assertive discipline procedures as outlined in the district.
20. Introduces new computer hardware to students, CPU's, network printing, network modem, inter school file transfer, interschool building transfer, and the use of other multi-media hardware.
21. Performs such other related duties as assigned by the building Principal.

**TERM OF EMPLOYMENT:** Ten (10) months.

**SALARY:** In accordance with CFA contract

**BARGAINING UNIT:** TEA

**SALARY:** As per TEA agreement/Contract

**STATUS:** Hourly \_\_\_\_\_ Salaried ☒ \_\_\_\_\_  
Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

**EVALUATION:** Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of professional personnel.

**BOARD APPROVAL:** October 14, 2024