

MODESTO CITY SCHOOLS

Job Description

JC# 0509

COMPUTER LITERACY TEACHER, K-6

OVERALL RESPONSIBILITY

Under general supervision, provide a collaborative computer literacy program that is fully integrated into the school's curriculum and is central to the learning process. Perform the duties of information specialist, teacher, instructional partner, and program coordinator.

SPECIFIC RESPONSIBILITIES

1. Encourage staff and students to become effective users of hardware and software technology.
2. Assist students and staff in the use of hardware, software and related peripherals.
3. Prepare teaching materials and learning activities which are based upon Student Technology Skills Standards.
4. Align the school computer literacy program and services with the school curriculum which includes collaborating with teachers to integrate, coordinate, and facilitate the use of instructional technology across all curriculum areas.
5. Identify, evaluate, and manage electronic learning resources according to established criteria to support curricular needs of students and staff.
6. Provide input in the development of the class computer schedule.
7. Assist classroom teachers in monitoring student progress; make class and individual adjustments based on student needs and/or teacher requests.
8. Work cooperatively with the Instructional Technology Department to maintain computers for school use.
9. Make backups; restore files in the event of a malfunction, troubleshoot issues as necessary.
10. Assist in presenting training to parents, students and staff during hours of employment.
11. Report hardware and software problems; follow up on reported problems as necessary.
12. Prepare and generate reports related to assignments every two weeks.
13. Participate as an active member of computer literacy curriculum implementation committees within the district, attend professional conferences, read professional journals and utilize electronic resources to develop competencies necessary to fulfill the job duties.
14. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.

WORK YEAR

Basic Teacher Year

COMPUTER LITERACY TEACHER, K-6 (continued)

SALARY

Certificated Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements

- Knowledge of elementary curriculum and curriculum development techniques and instructional strategies to meet the diverse learning needs of students.
- Knowledge of current software and hardware that is utilized in elementary schools.
- Knowledge of Student Technology Skills.
- Ability to stimulate and motivate students to use technology.
- Knowledge of effective classroom management techniques.
- Knowledge of child growth and development.
- Ability to interact and maintain a cooperative relationship with students, staff, and parents.
- Ability to organize and manage the computer literacy center, which includes hardware and software technologies.
- Ability to work effectively with all culturally diverse groups.
- Ability to meet schedules and timelines.

Experience

Minimum Requirement:

- Successful student teaching or teaching experience.

Desirable Qualification:

- Successful experience as a Computer Literacy Teacher.

Education/Credential

Minimum Requirements:

- Bachelor's Degree from an accredited college or university
- Valid California Teaching Credential authorizing service as a Computer Literacy Teacher, grades K-6.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
- Sufficient physical ability, strength, balance, mobility, and stamina to sit or stand for extended periods of time.
- Sufficient lower body strength, stamina, and mobility to kneel, walk, stoop, bend, and extend legs for prolonged periods of time.

REPORTS TO:

Site Administrator

Cabinet Approved: 4/1/14

Unit Approved: 6/27/14

Board Approved: 7/28/14