

# PINON UNIFIED SCHOOL DISTRICT NO. 4 JOB DESCRIPTION

**POSITION/TITLE:** Teacher - Computer Education

**TERMS OF EMPLOYMENT:** 10 Months  
**SALARY:** As per District Salary Schedule  
**FLSA STATUS:** Exempt  
**BENEFITS:** Standard Package

**QUALIFICATIONS:**

1. **Arizona Department of Education State Certification requirements are:**
  - A. Teaching certificate in elementary area.
  - B. A passing score on the elementary professional and early childhood professional knowledge of the Arizona Educator Proficiency Assessment (AEPA) (early childhood endorsement is required for K-3<sup>rd</sup> Grades).
  - C. Have at least 24 credit hours in Computer Education.
  - D. Bilingual or ESL endorsement or Structured English Immersion (SEI); and e) fingerprint card are required.
  
2. **The Federal Highly Qualified requirements are:**
  - A. Hold a bachelor's degree; and
  - B. Hold a valid Arizona State Certification, and
  - C. Passed the Arizona Educator's Proficiency Assessment Subject Knowledge Test; or
    - C1. Hold an advanced degree in the core academic subject area; or
    - C2. Hold National Board Certification in the core academic subject area, or
    - C3. Have at least 24 credit hours in the core academic subject area, or
    - C4. Earned a minimum of 100 points on the AZ HOUSEE rubric for this core academic subject – all teaching, coursework, and professional development must in the core academic subject area.
  
3. Related teaching experience is required.
4. Must have proven successful employment record.

**JOB GOAL:** To develop and maintain a program of computer education that uses to the best advantage the computer capabilities of the district for the educational excellence of this and other instructional programs.

**DUTIES AND RESPONSIBILITIES:**

1. Develops and implements the computer education program of the district.
2. Recommends the purchase of materials for the implementation and improvement of computer instruction in the District.
3. Maintains an inventory of computer equipment and catalog of software in the Schools.
4. Reviews and evaluates new commercial software as it is developed and communicates such evaluation to the instructional leaders of the School.
5. Works with curriculum committees to develop or procure computer programs to meet instructional objectives.
6. Represents the School computer education program to the public through computer workshops and other presentation.
7. Evaluates on an annual basis the overall computer education program of the school and makes resultant recommendations regarding the program to the Principal.
8. Cooperates with other instructional teachers to determine appropriate use of computer instruction in the elementary.
9. Works with curriculum committees to develop or procure computer programs to meet instructional objectives.
10. Performs other duties as assigned.

**REPORTS TO:** Principal

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_