

# Somerset County Public Schools

## Job Description

**Job Title:** Computer Lab Teacher  
**Department:** Elementary Education  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Nancy Smoker/Beth Whitelock  
**Prepared Date:** 08/14/09  
**Approved By:** Leo Lawson  
**Approved Date:** 08/17/09

### I. Summary

This is an elementary position in which the teacher is responsible for working with students and teachers in the use of county software and computer equipment, both in the lab and in the classroom. The Computer Lab Teacher is under the direct supervision of the building principal with indirect supervision by the Director of Technology.

### II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Principal or Director of Technology.

- Teach and track student mastery technology skills necessary to meet the *Maryland Technology Literacy Standards* for Students, including keyboarding skills.
- Responsible for teaching staff and students the proper operation, care and maintenance of all technology resources available in the school.
- Assist staff and students in understanding and maintaining the protocols for organization and use of shared drive and storage on the server
- Uses appropriate strategies to manage students, resources and the learning environment in the computer lab.
- Evaluates and assesses, formally and informally, student success in the computer lab and keeps accurate records of student mastery of standards
- Works collaboratively with classroom teachers to plan and deliver technology integrated lessons that support technology across the curriculum, both in the lab and in the classroom.
- Offers technology related professional development sessions for faculty.
- Trouble shoots minor technical problems as they occur and notifies the Help Desk when necessary.
- Maintains documentation for the purpose of reporting the quantity, frequency and types of activities for which the lab is being used.
- Establishes and enforces rules and procedures for the use of the computer lab.
- Coordinates daily scheduling and operation of the computer lab to provide equitable access.
- Maintains student network accounts at the school
- Distributes and maintains logs of student Acceptable Use Policies
- Applies and models legal ethical use of technology at all times

- Provides technology leadership in the school by serving on technology related committees and as a school tech leader
- Other duties as assigned by the Principal or Director of Technology

### **III. Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **A. Education and/or Experience**

Bachelor's degree (B.A.) from a four year college or university in an educational field

#### **B. Certificates, Licenses, Registrations**

Valid State of Maryland teaching certificate

#### **C. Language Skills**

Ability to read, analyze, and interpret textbooks and detailed curriculum, professional journals, technical procedures, educational standards. Ability to write lesson plans, detailed instructions, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, teachers, and administrators

#### **D. Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **E. Reasoning Ability**

Possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to follow written policies and procedures.

#### **F. Computer Skills**

To perform this job successfully, an individual should have knowledge of current software that is utilized at the Elementary Schools. Must be able to work with students and teachers to effectively teach the necessary computer skills and integrate the use of technology into instruction that meets all local, state, and national standards for instructional technology. Pursues training and development opportunities necessary to enhance job knowledge.

#### **G. Other Skills and Abilities**

Ability to teach all age learners. Experience teaching K-12 and adult learners is preferred. Inspires and motivates others to perform well; Accept feedback. Must be able to prioritize and plan work activities; Use time efficiently; and set goals and objectives. Must be dependable. Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

#### **IV. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is also required to talk and hear. The employee is frequently required to stand. The employee is occasionally required to walk; sit and reach with hands and arms. The employee must occasionally lift and/move up to 50 pounds. Specific abilities required by this job include close vision, distance vision, and color vision.

#### **V. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

The noise level in the work environment is usually moderate.