Job Description

Job Title: Computer Teacher

Reports to: Principal

Department: Academic

Position Type: Full-Time - Exempt

Work Hours: 7:45 – 4:00 (M, T, Th)

7:45 – 4:30 (W), 7:45 – 3:30 (F)

Job Overview:

The Computer Teacher is responsible for creating well-rounded and comprehensive lesson plans which includes administering praise, constructive criticism, and instructions to middle and high school students in Computer Technology. The computer teacher is an educator in the field of computer science and related technological areas who coaches and teaches students in the fundamentals of computer software and hardware.

Duties and Responsibilities:

- Evaluates student performances in class and on tests and provides feedback.
- Creates lesson plans that are appropriate for the age and abilities of the students.
- Assigns special projects to students.
- Communicates students' progress to parents, particularly regarding students who need tutoring or other extra assistance.
- Provides appropriate resources and learning materials for students.
- Identifies varying teaching methods that work best for students who learn differently.
- Develops and updates curriculum for the classroom.
- Conducts research.
- Encourages creativity in students.
- Maintains computer laboratories and keeps an inventory of supplies.
- Ensures that computer equipment is functioning properly.
- Maintains accurate records of students' progress in class and on examinations.
- Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
- Maintains an orderly classroom stocked with appropriate supplies.
- Stays up-to-date on changes and advancements in computer technology taught in the classroom.
- Ensures classroom has updated hardware and software.
- Runs the classroom within the allocated budget.
- Keeps all classroom work backed up.
- Ensures that the internet in the classroom is used only for appropriate educational purposes
- Posts grades and sends grade reports to parents as required by the school system

Required Skills and Abilities

- Thorough knowledge of computer science technology relative teaching pedagogy for high school students.
- Excellent classroom management skills.
- Excellent written and oral communication skills.
- Demonstrated ability to work with a diverse student population.

Education and Experience:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate
- Three to five years teaching experience in the area of computer science.

Physical Requirements:
- Prolong periods sitting at a desk and working on the computer. Some walking, bending and lifting.