

TITLE: **COMPUTER EDUCATION TEACHER**

QUALIFICATIONS: Valid Illinois Teaching Certificate appropriate for assigned grade level and/or subject area
Freedom from communicable diseases

REPORTS TO: Building Principal

SUPERVISES: Students under direct or indirect control

JOB GOAL: To provide instruction that focuses on the social, emotional, intellectual and physical development of students

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of the immediate supervisor.
5. Guides the learning process toward the achievement of curriculum goals and - in harmony with the goals - establishes clear objectives for all lessons, units, projects, etc. and communicates these objectives to students.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Strives to implement by instruction and action the district's philosophy of education, instructional goals and objectives.
8. Adheres to the published policies and procedures of the district.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Works cooperatively with other schools personnel in the identification, diagnosis and remediation of individual students with specialized needs.
11. Communicates with parents regarding student progress as needed.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
13. Maintains accurate complete and correct records as required by law, district policy and administrative regulation.
14. Assists the administration in implementing all policies and rules governing student life and conduct.

15. Develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and just manner.
16. Makes reasonable provisions for being available to students and parents for education-related purposes.
17. Strives to maintain and improve professional competence.
18. Attends staff meetings and serves on committees as provided by contract.
19. Closely Monitors students while using the Internet.
20. Adheres to district's policy concerning licensing and copyrights of software.
21. Ensures students adhere to districts acceptable use policy.
22. Meets accepted standards of professional behavior as listed below:
23. Is responsible for implementation of all 504 and RTI plans.

STANDARDS:

Adheres to the "Standards of the Classroom Teacher"

Approved: 11/19/12