

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Elementary Computer Lab / Intervention Teacher

Classification: Certificated

Reports to: Site Administrator

Range: Certificated Salary Schedule

SUMMARY

Provides computer instruction for pupils in grades K-8, or a combination thereof, and assists in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. To develop and implement assistance in Computer Lab primarily with students below grade level.
2. Help teachers and students in Computer Lab focusing primarily on strategies designed to improve skills of students below grade level.
3. Development and implementation of procedures in Computer Lab setting.
4. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
5. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
7. Establishes and maintains standards of pupil behavior needed to achieve learning.
8. Evaluates pupil's academic and social growth, keeps appropriate records, and prepares progress reports.
9. Communicates with parents through a variety of means. Holds parent conferences to discuss the individual pupil's progress and interpret the school program.
10. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
11. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
12. Maintains professional competence through participation in in-service education activities provided by the district and/or self selected professional growth activities.
13. Performs basic attendance accounting and business services as required.
14. Has empathy for the developmental needs and abilities of pupils.
15. Selects and requisitions books, books, instructional aids, and instructional supplies and maintains required inventory records.
16. Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
17. Supervises pupils in out-of-classroom activities during the assigned working day.
18. Participates in curriculum development programs within the school of assignment and/or on a district level.
19. Shares in the sponsorship of student activities.
20. Participates in faculty committees.
21. May plan and coordinate the work of aides, teacher assistants, and other para-professionals.

QUALIFICATION REQUIREMENTS

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.

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 speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.