Duties and Responsibilities of Computer Teachers

Computer Teachers are responsible to the school principal.

The duties and responsibilities of Computer Teachers are as follows:

1. to create a flexible elementary class environment supportive of learning and personal growth.

2. to provide pupils with skills, attitudes and the knowledge needed to implement technology in their daily lives, in accordance with each pupil's abilities.

3. to provide support, encouragement and training to all staff members.

4. to provide instruction in basic computer skills for all k-5 students.

5. to provide instruction to the staff in basic computer skills so that teachers may assist students.

6. to communicate student progress to teachers.

7. to serve as a member of technology committee and participate in the ongoing evaluation of the technology program.

8. to plan and implement a technology program in conjunction with the classroom teacher.

9. to establish and maintain standards of pupil behavior.

10. to create an effective environment for learning through displays, bulletin boards, and interest centers.

11. to maintain professional competence through a variety of self-selected professional growth activities.

12. to select and request books, instructional aids and instructional supplies, and maintain required inventory records.

13. to provide leadership in developing technology programs within the school of assignment.

14. to represent the school on district and regional technology committees.

15. to coordinate programs with categorical staff as appropriate.

16. to perform minor maintenance and repair of equipment.