

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Teacher on Special Assignment: K-5 Computer Literacy

BASIC FUNCTION:

The Teacher on Special Assignment – K-5 Computer Literacy, under the supervision of the Chief Technology Officer, will assist in district efforts to implement computer science, digital literacy and digital citizenship standards at the K-5 level. The TOSA-Computer Literacy will collaborate with teachers to support classroom instruction.

ESSENTIAL DUTIES:

- Collaborate with teachers, staff and administrators to identify needs and supports for standards-based computer science, digital literacy and digital citizenship in the classroom setting, which may include participation in grade level PLC meetings.
- Models instructional strategies and coaches staff members in the integration of computer literacy strategies and technology with curriculum.
- Provides information services and resources to assist staff in their knowledge and educational trends, developments, techniques, research and experimentation.

OTHER REPRESENTATIVE DUTIES:

- Maintains professional competence through in-service education activities and professional learning communities provided by the District and/or self-selected professional growth activities.
- Perform other related duties as required and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Best practices in working with adult learners.
- Curriculum development and program design, as it relates to computer literacy instruction.
- Best practices that positively impact instruction and learning.
- Student assessment processes and techniques.
- Effective communication, presentation, and interpersonal skills.
- Effective organization, time management and follow-up skills.
- Collaboration techniques.
- Modern technology practices for office and instructional use.

Ability to:

- Communicate effectively in oral and written form, clearly and persuasively.
- Establish and maintain cooperative and effective working relationships with others.

- Develop and maintain relationships with local community organizations.
- Organize, evaluate and analyze data and plan actions based on the data collected.
- Serve as a resource in classroom management, curriculum, instruction, assessment, and technology for instructional staff.
- Present and facilitate staff development, including modeling lessons and attending PLCs to support teachers with lesson design.
- Successfully handle multiple projects concurrently; ability to work as a team member.
- Conduct staff development.
- Meet schedules and timelines.

Personal Qualities:

Appearance, grooming and personality which establish a desirable example for pupils and peers. Ability to meet District standards for physical or mental health.

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education/ Experience:

- Bachelor's Degree
- Experience with curriculum development and instruction in computer science, digital literacy and digital citizenship.

Certification/Licenses Required:

- Valid California Teaching Credential
- Valid California Motor Vehicle Operator's License

WORKING CONDITIONS:

Environment:

- Indoor office and classroom environment.
- Moderate to loud noise levels.

Physical Requirements:

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 required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 10 months

Salary Range: Prorated Certificated Salary Schedule