

OLEAN CITY SCHOOL DISTRICT

410 West Sullivan Street, Olean, New York 14760

General Information: (716) 375-8000

Fax: (716) 375-8047



JOB DESCRIPTION

Computer Literacy Teacher

QUALIFICATIONS:

1. As set by New York State.
2. Additional qualifications as determined by the Board of Education.

RESPONSIBLE TO: Building Principal

JOB GOAL: Responsible for instructing students in basic to intermediate computer skills, including the use of common applications such as Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. The role focuses on developing students' digital competence, enabling them to use technology effectively, safely, and responsibly in academic, professional, and everyday settings while staying up to date on current technology trends. All with a primary emphasis on learning experiences which address the NYS Common Core and applicable curriculum.

GENERAL RESPONSIBILITIES:

1. To meet and instruct assigned classes in the locations and at the times designated.
2. To develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the school district.
3. To prepare for classes assigned and show written evidence of preparation upon request of supervisor.
4. To encourage students to set and maintain standards of classroom behavior.
5. To employ 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.
6. To take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
7. To evaluate student progress on a regular basis.
8. To maintain accurate, complete, and correct records as required by law, District policy and administrative regulation.
9. To assist in upholding and enforcing school rules, administrative regulations and Board of Education policy.
10. To maintain confidentiality.

11. To make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. To cooperate with other members of the staff in planning instructional goals, objectives and methods.
13. To assist in the selection of books, maintain equipment and other instructional materials.
14. To work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
15. To establish and maintain cooperative relations with others.
16. To adapt teaching methods and instructional materials to meet students' varying needs and interests.
17. To establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
18. To confer with parents or guardians, other school personnel, counselors, and administrators in order to resolve students' behavioral and academic problems.
19. To use computers, audiovisual aids, and other equipment and materials to supplement presentations.
20. To properly manage and inventory classroom equipment, materials and supplies.
21. To manage and assist teacher aides and volunteers.

TERMS OF EMPLOYMENT: 10-month position; salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____