



# First Mesa Elementary School

Position Description

## Teacher, Certified (Computer)

**Supervisor: CSA**

**Program: Education** (Certified Scale)

### Summary:

This position provides professional educational services in one or more K-6 grade levels utilizing accepted teaching standards and research-based concepts and methodologies. Independently adjust teaching methods based on the individual needs of the students. The teacher is responsible for planning, implementing, and evaluating an effective educational program consistent with current educational research, accepted educational methodologies and practices, prescribed policies and guidelines and applicable laws and regulations.

### Tasks:

Essential function may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only, and is not a complete listing of all functions and tasks to be performed by positions in this job class.

- Conduct classes or other types of learning situations in the computer classroom utilizing daily lesson plans aligned with the Arizona State Standards.
- Provide supplemental materials to Primary Objectives currently being covered in the classroom, by way of technological resources including, but not limited to, the use of the Internet and educational software.
- Provide instruction that meets students' needs, interest, and capacities through classroom discussion, demonstrations, and other teaching aides, conducive to the environmental and cultural needs of the students.
- Responsible for submitting weekly lesson plans, grading, and maintenance of student records.
- Provides assistance to the school's students, staff, parents, and community members to increase productivity and learning utilizing the school's technology and equipment during the regular school day.

- Be responsible for classroom management, behavior and disciplining. Manage student behavior and disciplinary problems on own initiative except for chronic or extreme behavior problems that may require the assistance of the Principal. Will not use corporal punishment or any method that bring shame or humiliation upon students.
- Confer with individual parents/guardians their child’s progress, behavior and adjustment to the class or class routine. Discuss the class and school educational program with interested visitors. Prepare for and conduct parent-teacher conferences on a scheduled or as needed basis.
- Serve as a class sponsor or faculty advisor to student organizations. Serve on special committees; assist with variety of extracurricular activities and events.
- Conduct duties and responsibilities in accordance with First Mesa Elementary School Board of Educational Policies and Procedures.
- Perform other duties assigned by supervisor.

**Knowledge, Skills and Abilities:**

- Have a professional and working knowledge of the technology, computers, and software in the educational environment.
- Knowledge and skills in effective learning styles and strategies, perform-based assessment, effective instructional methods, communications, learning methods (cooperative learning; experimental learning; active learning; others) and school climate development preferred.

**Qualification:**

Experience: Two (2) years’ experience with Microsoft programs, applications, and products (Windows Operating Systems, Exchange Server, Active Directory, Microsoft Office Suites) or Microsoft certifications.

Education: Graduation from accredited institution of higher education with Bachelor’s degree in Education or Educational Technology, Computer Information Systems or Computer Science.

Other Qualifications: Must possess State of Arizona Elementary Teaching Certification. Possess a valid Arizona Fingerprint Clearance Card, or be able to acquire one through AZ Department of Public Safety.

**Physical Effort:**

Work environment is generally within the school building, offices and on school grounds, requiring walking, sitting and bending. Time outside the normal school hours may be

required and may exceed ten hours per week. Must maintain a condition of good physical and mental health.

**Terms of Employment:**

1. This position is based on a ten (10) month contract.
2. Requires Arizona Teaching Certification.
3. Suitability for employment must be established with an extensive background investigation.
4. Hopi/Indian Preference in employment is considered.