



SECTION I: GENERAL INFORMATION

Position Title: Computer Science Teacher	Department: Middle School
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the general supervision of the School Principal, to develop students' skills and competence in business and industry, the use of technology and computer applications, and the ability to problem solve in a wide variety of settings.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understanding of ISTE and CSTA national standards.
- Develops and administers computer science education curriculum consistent with school district goals and objectives.
- Teaches skill and knowledge in computer applications, coding, and technology careers.
- Develops lesson plans and instructional materials and utilizes appropriate equipment for subject area; translates lesson plans into learning experiences to develop pertinent sequential assignments, challenge students, and best utilize the available time for instruction.
- Designs learning activities to demonstrate the application of computer skills to everyday existence; guides students in the selection of projects or experiments.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Conducts ongoing assessment of student learning and progress, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Maintains familiarity with district and standardized tests for the purpose of adapting curriculum to maximize student achievement on such tests.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with tech integrationists and other staff members for the purpose of maximizing the uses and effectiveness of technology in student learning activities.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records; ensures machines and equipment are in proper working order.
- Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Bachelor's Degree		
	High school diploma or GED.	Major field of study or degree emphasis: Education and relevant instructional subject area(s).		
	1 year college			2 years college
	3 years college			X
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles. • In-depth knowledge of, and ability to use, Microsoft Office and Google Suite Programs. • Knowledge of PC and MAC hardware and software. • Knowledge of a wide range of technical and technology-related subject areas, as well as best practices in incorporating technology into student learning activities. • Knowledge of data information systems, data analysis and the formulation of action plans. • Knowledge of applicable federal and state laws regarding education and students. 		
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Appropriate teaching license issued by the MN Department of Education required.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Ability to use computer network system and software applications as needed. • Ability to organize and coordinate work. • Ability to communicate effectively with students and parents. • Ability to engage in self-evaluation with regard to performance and professional growth. • Ability to establish and maintain cooperative working relationships with others contacted in the course of work. • Ability to troubleshoot basic technology problems.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			

more than 100 pounds	x			
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.