JOB DESCRIPTION

TEACHER – COMPUTER LAB
IB Elementary Years Program

JOB TITLE: Teacher-Computer Lab
IB Elementary Years Program

WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Principal

TERMS: 187 Days

DEPARTMENT: Campus Assigned

PAY GRADE: Teacher Pay Scale

PRIMARY PURPOSE:

Provide students with appropriate and innovative learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop competencies and skills to function successfully in society to include supporting the International Baccalaureate philosophy; assist students and teachers in use of computers and educational software in campus computer lab.

QUALIFICATIONS:

Education/Certification:

Bachelor’s degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Demonstrate competency in the core academic subject area assigned

Special Knowledge/Skills:

- Ability to facilitate and troubleshoot the use of campus technology tools and resources
- Knowledge of basic computer operations and skills
- Ability to work with students and teachers effectively
- Ability to communicate effectively

Experience:

At least one year of field experience (student teaching) or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist students in use of campus technology tools and resources
2. Work cooperatively with teachers to facilitate appropriate computer delivered instruction and instruction that incorporates in the integration of technology tools and resources
JOBS DESCRIPTION

TEACHER – COMPUTER LAB
IB ELEMENTARY YEARS PROGRAM

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Troubleshoot all campus technology tools, including but not limited to computers, printers, scanners, digital cameras, as well as software; report technical problems as directed by district Technology Department

4. Regularly clean all lab technology equipment; maintain an organized lab environment

5. Maintain regular communication with district instructional technology staff

6. Provide assistance and support for the use of technology tools and resources to all campus staff and students

7. Manage student behavior in the computer lab

8. Participate in staff development, faculty meetings, and special events as needed

9. Comply with district policies, as well as state and federal laws and regulations

10. Adhere to the district's safety policies and procedures

11. Maintain confidentiality in the conduct of district business

12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

13. Demonstrate regular and prompt attendance

14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Any campus technology tool or resource including but not limited to computer, printer, scanner, document camera, and digital camera
WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: __________________________________________________________

Signature: ____________________________________________ Date: ______________

ESTABLISHED/REVISED: Feb. 2019