

Teacher – Information Technology

Certified Position –2060

<u>Salary</u> Per Salary Schedule	<u>Days</u> 185	<u>Reports to:</u> Principal
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SCOPE OF RESPONSIBILITIES

As an Information Technology Instructor, your role will be to help facilitate student learning in the Information Technology program areas through a variety of methodologies, types of assessment and to facilitate an environment conducive to student success. To provide instruction with an emphasis on information technology with duties including teaching courses necessary to meet the demands of the occupations in the information technology career pathways and be responsible instructing students through various media according to program objectives and course syllabi.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Demonstrate proficiency in planning developmentally appropriate, research-based instruction that addresses Kentucky's learning goals and outcomes for students
2. Create and maintain a learning climate that supports student learning outcomes
3. Implement developmentally appropriate, teaching and learning activities that will implement the curriculum
4. Assist in the administration in implementing Board policies, and administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure
5. Evaluate specific teaching/learning situations and communicates to students and others (documents, progress through anecdotal records, student-teacher conferences, and portfolios)
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities
7. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations
8. Identify pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
9. Perform professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extra-curricular activities, in-service education and professional growth
10. Demonstrate effective collaboration skills among peers, subordinates, supervisors, students, and parents
11. Demonstrate teaching conduct consistent with missions to which school council, local Board, and State Board for Elementary and Secondary Education are committed
12. Plan and supervise purposefully for instructional assistants and volunteers and cooperatively with department heads of leaders, instructional and guidance facilitators, evaluates his/her job performance
13. Evaluate own overall performance to model/teacher keeps learning goals and implements a program of professional development
14. Promote self-discipline and self-control
15. Aid in the administration of group standardized tests in accordance with the district or state regulations
16. Remain current of developments in the teaching field so that instruction provides for individual learning styles, uses the latest supportive technology and can utilize alternative delivery methods.
17. Be familiar with the curriculum content of assigned courses and use continuous quality improvement techniques to update content so that it fosters current evidence-based program assessment and improvement.
18. Prepare and update course syllabi for each course taught and work cooperatively with members of other departments in coordinating courses.
19. Participate in staff development activities
20. Work with post-secondary institutions on articulation agreements and dual credit opportunities

21. Attend advisory committee meetings; department, division, industry and faculty meetings
22. Willingness to learn and demonstrate mastery of academic/technical standards in assigned courses
23. Passion for subject — someone who is excited and believes in CTE and Information Technology
24. Willingness to step out of the box and be creative and innovative in Emerging Technologies
25. Interpersonal skills — capable of working with others; flexible; motivator; open-minded; open to continuous learning; willingness to learn from students; and ability to recognize personal weaknesses
26. Confidence in the program
27. Management skills — goal oriented; sensitive to time; respect for deadlines; negotiate through questioning; focused enough to manage process and meet goals; able to operate in a diverse environment
28. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
29. Maintain regular and predictable attendance
30. Adhere to the professional code of ethics
31. Successfully utilize technology as appropriate in job function
32. Perform any other such duties as so designed by the immediate supervisor/Principal

MINIMUM QUALIFICATIONS

1. Occupation based teacher certificate, which requires 4 years of full-time work experience in the IT field (with 2 of the 4 in the last 5 calendar years)
OR a certified teacher who holds an endorsement in Computer Science or Instructional Technology
OR Computer Information Systems certification
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
3. Computer Skills needed in Microsoft network and other district requirements

DESIRED QUALIFICATIONS

1. Certifications: Security +, CCENT, Net+, IC3, CCNA, A+ certified (Operating Systems Tech and Core Hardware), etc. depending on courses to be taught in the district

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel