

Moencopi Day School

POSITION DESCRIPTION

TITLE:	CERTIFIED COMPUTER TEACHER
EMPLOYMENT:	School Year (Exempt)
SUPERVISOR:	Chief School Administrator
ADHERENCE TO:	Hold a firm belief and commitment to MDS Philosophy, Vision and Mission.

QUALIFICATIONS

- Required valid appropriate Arizona Standard Elementary Teacher Certificate; must meet all NCLB requirements; endorsements in Early Childhood and Bilingual or SEI.
- Required two (2) years teaching classroom experience at the elementary level; successful track record of high levels of student achievement; demonstrated effective classroom management skills.
- Extensive experience with standards-based instructional planning and lesson delivery; knowledge of and experience with AZ state standards.
- Knowledge of and experience with statewide assessment requirements; ongoing assessment strategies and data gathering, maintenance and use of data to guide instruction.
- Demonstrate a comprehensive knowledge of the computer education areas and have excellent experience in teaching and working with students in the field.
- Have excellent integrity and demonstrate good moral character and initiative.
- Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
- Required experience with diverse populations, specifically Native American.
- Experience with teacher collaboration teams or teamwork must.
- Computer literate (Interactive Boards) and experience with technology-based assessments.
- Required valid Driver's License, First Aid/CPR Certificate.
- Must pass Federal, State, and Local background check.
- Hopi/Native American Preference.
- Excellent communication skills, ability to communicate and work well with staff, students, parents, and community.

RESPONSIBILITIES CURRICULUM AND INSTRUCTION

- **CURRICULUM.** Know and be guided in the curriculum guide of the school. Knows and uses clearly articulated learning targets – one that are vigorous concepts, generalizations, or procedures rather than only statements of daily classroom objectives. Know the Arizona State Standards and the alignment to the instruction and assessment components.
- **LESSON PLANS.** Maintains a daily lesson plan. Completes daily lesson plans and submits for approval with the specified time. Plans and uses instructional strategies (Differentiated Instruction & Sheltered English Instruction) that will address the needs of diverse learners- special needs and ELL.
- **OBJECTIVES.** Establishes and communicates to students well-defined objectives for each lesson, including related projected and activities. Knows how to plan instruction in a manner that maximizes student learning for the diverse learner- Special Needs and ELL students.
- **INSTRUCTION.** Be responsible for an instructional program and the use of teaching methods which consider the Special Needs and ELL needs, interest, abilities, and maturity levels of the students.
- **ASSESSMENT.** Uses a range of assessment methods to clarify the student's, status, specifically the Special Needs and ELL, relative to the learning targets and generate the necessary data or information to help the learner achieve these targets.
- Evaluates and provides individual student progress on regular basis and keep requisite records. Justifies promotions, retentions, and special program recommendation.

- Administers technology-based assessment; analyzes and uses assessment data to develop instruction and monitors student progress.

PARENT CONFERENCES

- Meets the parents as required advising them concerning student needs and progress.
- Be always responsible for the supervision of students.
- Keeps records of student attendance, tardiness, and other attendance issues.
- Be responsible for enforcing school approved discipline plan.
- Identifies and refers unusual student behavior to appropriate specialists, report to the nurse any injury or illness to a student.
- Knows and follows school regulations regarding emergency and safety procedures.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Will spend additional time with MDS students within and outside classroom to reach AYP.
- Will collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Serves on committees as requested.
- Be responsible for discharging instructional and non-instructional school-related activities (i.e., playground and lunchroom duty).
- Supervises, plans for, and provide work assignments to assigned instructional assistants.
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; knows and observes Board Policy and Procedures.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of classroom.
- Remains in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences.
- Provides Quality Customer Service.
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT

PRINT NAME _____

SIGNATURE _____ DATE _____

SUPERVISOR

PRINT NAME _____

SIGNATURE _____ DATE _____