

FAIRVIEW SCHOOL DISTRICT
Fairview, NJ

Job Description: Computer Literacy Teacher

Reports to: Principal, Supervisor

Job Goal:

Partner with teaching staff in the development of computer literacy ; to provide specialized instruction to faculty and students' on the use of technology for instruction and learning; and to oversee the organization and utilization of computer/technology resources.

Qualifications: N. J. Standard Certification as elementary teacher or CEAS. Must have experience using technology , Smartboards, ipads and chromebooks specifically
Must pass a criminal history background check (CHR) and have a physical examination by a doctor using the district physical examination form.

Education and/or Experience:

Bachelor of Arts degree or higher

Evaluation:

Teachers are evaluated on their performance using the Achieve NJ Teacher Evaluation components; Teacher Practice and Student Achievement and for select teachers, Student Growth Percentiles. Performance of this job will be evaluated two or three times annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Essential Duties and Responsibilities:

- Collaborates with teachers to provide instruction and support for students in information and technology literacy; assists students and staff in identifying appropriate resources for achievement of student learning goals.
- Reinforce curricular programs and help students make meaning from various resources; supports students' interaction with a variety of genre as reflected in district curricula.
- Trains and partners with technology support staff to implement the state assessment programs, oversees management of equipment, materials and manages the annual budget needs; accesses district procedures and tools for technology
- All other duties as assigned by your immediate supervisor and/or principal.

Other Job Duties:

- Serves as a resource person to school teams and works on special projects as assigned

- Participates in continuing education programs for professional growth including in-service courses and meetings as required.
- Serves as a member of the school and district performs related duties consistent with the scope and intent of the position as assigned.

Qualification Requirements:

The computer literacy teacher must demonstrate a successful level of the knowledge, skills and abilities listed below:

- Knowledge of instructional strategies for teaching and facilitating computer literacy
- Ability to provide information and technology literacy support/guidance to staff and students.
- Ability to use district standard software/hardware and emerging technologies related to the use of ipads and chromebooks.
- Ability to partner with other staff to design and implement effective instruction; classroom management skills.
- Ability to establish and maintain effective working relationships with students, parents, other school employees and others as needed.
- Ability to maintain accurate records and reports.
- Ability to communicate effectively.
- Ability to be flexible and adaptable.
- Ability to work as part of a team.

APPROVED BY THE BOARD OF EDUCATION ON: November 13, 2018