

**Pleasant Hill School District  
Job Description**

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**Job Title:** Teacher – Computer Science – K-12  
**Reports To:** Principal  
**FLSA Status:** Exempt

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**JOB SUMMARY**

This position is responsible for providing computer science education services to a variety of students in a computer lab setting. Instructs students, maintains student discipline and is responsible for student academic achievement.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
3. Plans a program of study in computer science that meets the individual needs, interests, and abilities of students using National Educational Technology Standards for Students (NETS).
4. Troubleshoots software and hardware issues for students.
5. Instructs students in game design, desktop publishing, keyboarding, word processing, spreadsheets, presentations, programming, and graphic arts design.
6. Plans and supervises purposeful assignments for teacher aide(s).
7. Assists in the selection of books, equipment, and other technical and instructional materials.
8. Assigns relevant homework.
9. Sets up network system, installs software, maintains, and services classroom technology equipment.
10. Makes learning visible through effective student engagement.
11. Reflects on daily instruction and utilizes research-based best practices to modify practices for greater student outcomes and effective classroom management.
12. Grades papers, assignments, and assessments promptly and accurately and prepares report cards and progress reports.
13. Facilitates conferences with students and parents.
14. Completes required paperwork in specified time and manner.
15. Designs and implements appropriate instruction of subject assigned in accordance with students' needs, District curriculum, and state standards.
16. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades, and IEP progress, if applicable.
17. Supervises students in hallways before, after and between classes, in library, and at special events, ensuring safety, and security.
18. Assists the administration in implementing policies and rules governing student life and conduct.
19. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls, and/or e-mail.
20. Maintains confidentiality and integrity of electronic records.
21. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, staff, or students therein.
22. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
23. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
24. Appropriately maintains and secures confidential records and inquiries.
25. Maintains appropriate certifications and training hours as required.
26. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum, and instructional methods.

27. Professionally represents the school and the District in interactions with parents, community members, staff, and students.
28. Adheres to all standards established by Teachers Standards and Practices Commission for Competent and Ethical Educators.
29. Complies with applicable District, state, local, and federal laws, rules, and regulations.
30. Attends work regularly and is punctual.

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Substitutes for other teachers, as necessary.
4. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

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### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A. or B.S.) required, Master's degree (M.A. or M.S.) strongly preferred. Prior successful experience teaching adolescent students in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to read, analyze, and interpret complex documents, manuals, programming guides, and reports. Ability to respond effectively to technical inquiries or complaints. Ability to write articles using original or innovative techniques or style.
- **Mathematical Skills:** Ability to calculate figures and amounts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Exceptional and strong working knowledge of computer usage and ability to use, various e-mail platforms, advanced internet software, word processing software, spreadsheets, photo and video editing software, desktop publishing, drawing programs, and other software programs as determined by the District.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license through the Teachers Standards and Practices Commission (TSPC) and a CPR/First Aid Card.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a school computer lab setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions and the employee may be exposed to the risk of electrical shock and radiation from technical equipment. The employee may be exposed to bloodborne pathogens.

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### **OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

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