



EMPLOYEE NAME: \_\_\_\_\_

Created 5/11; Rev.7/11; 5/12; 10/12: 01/25

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher, MS Computer Science	<b>JOB CODE:</b> 123
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORKDAYS:</b> 187
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT2
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides quality standards-based instruction in Computer Science; assesses and encourages student progress, manages an effective learning environment to maximize student achievement.	
<b>REVISION DATE(S):</b> 01/25	

#### REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or higher in a Professional Standards Commission (PSC) determined equivalent for Computer Science Endorsement.
2.	Certification/License Required: Valid Georgia Teaching Certificate in Computer Science, Engineering, or be eligible for Computer Science Endorsement as approved by the Professional Standards Commission
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

#### ESSENTIAL DUTIES:

1.	Models enthusiasm for Computer Science and demonstrates current innovations in the industry, including competition within the global economy.
2.	Teaches skills and knowledge in one or more Computer Science courses; Instructs pupils in workforce readiness skills and subject matter specified in state law and administrative regulations and procedures of the school district. Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences.
3.	Develops lesson plans and organizes class time so that preparation, instruction, lab work, and cleanup activities can be accomplished. Integrates appropriate technology into classroom instruction. Prepares adequately for responsibilities to be assumed when absent.
4.	Facilitates/coordinates a rigorous Computer Science curriculum with career-related instruction; assesses and provides for differentiation to assure student progress while managing the learning environment.
5.	Keeps informed of job entry requirements of the Computer Science career field and gives instruction to pupils in the rudiments of getting and retaining these jobs.
6.	Maintains Computer Science professional competence through in-service education activities.
7.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized.
8.	Demonstrates Computer Science materials, equipment, tools, and processes, using models, or other instructional aids, guides pupils in selection of appropriate elective projects or experiments. Provides community-based instruction and projects based on program guidelines and requirements.

9.	Maintains an active local school Advisory Committee for the curriculum area. Engages, conducts, and documents meeting minutes to support career-related activities and progress toward program industry certification.
10.	Sponsors and infuses co-curricular Career and Technical Student Organization (CTSO) experiences for students for the purpose of leadership development, advanced technical skills attainment, workforce readiness preparation, and college career-readiness studies. Encourages and assists students in regional, state, and national competition preparation. Maintains all requirements as outlined by national CTSO to retain charter.
11.	Establishes and maintains industry and post-secondary connections to promote/encourage student participation in opportunities including Work-Based Learning, Dual Enrollment, Joint Enrollment, and Articulation Credit programs.
12.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.
13.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities. Attends school and District-level professional learning activities as directed.
14.	Maintains a record of student attendance and makes daily reports of student absences; evaluates each pupil's performance, knowledge, and skills.
15.	Maintains prompt and professional communication with parents. Provides classroom environment, which promotes active learning in subject area.
16.	Complies with federal, state, and system level regulations and policies in all work-related activities, including the rules of the Professional Standards Commission's Code of Ethics for Educators.
17.	Demonstrates prompt and regular attendance.
18.	Maintains industry credentials, license, and/or certification.
19.	Avoids behaviors that detract from staff morale.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_