

**Warrenton-Hammond School District
Job Description**

Job Title: Teacher – Computer/Publications – Middle School
Reports To: Principal

JOB SUMMARY

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

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 that meets the individual needs, interests and abilities of students using National Educational Technology Standards for Students (NET*S).
4. Troubleshoots software and hardware issues for students.
5. Plans and supervises purposeful assignments for teacher aide(s).
6. Assists in the selection of books, equipment and other technical and instructional materials.
7. Instructs students and assigns relevant homework.
8. Sets up network system, installs software and maintains and services classroom technology equipment.
9. Grades papers, assignments, and assessments promptly and accurately.
10. Prepares and administers subject/topical specific tests to measure student abilities and progress.
11. Prepares report cards and progress reports.
12. Facilitates conferences with students and parents.
13. Completes required paperwork in specified time and manner.
14. Designs and implements appropriate instruction of subject assigned in accordance with students' needs, District curriculum and state standards.
15. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades and IEP progress, if applicable.
16. Supervises students in hallways before, after and between classes, in library, and at special events.
17. Assists administration in implementing policies and rules governing student life and conduct.
18. 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.
19. Maintains confidentiality and integrity of electronic records.
20. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
21. Uses a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
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, staff and students.
28. Complies with applicable District, state, local and federal laws, rules and regulations.
29. Attends work regularly and is punctual.

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. Reports issues to authorities as necessary, animal control, suspicious activity etc.
4. Substitutes for other teachers, as necessary.

SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of educational assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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 equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching adolescent students 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 to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret general business periodicals, professional and technical journals, safety rules, IEPs, operating and maintenance instructions, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to understand standard/metric/technical units of measure.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- **Computer Skills:** Highly developed working knowledge of computer usage and ability to use, various e-mail and internet software, Excel and OpenOffice accounting, database and MS Word and OpenOffice word processing software, and OpenOffice and Excel spreadsheets. Ability to type accurately and proficiently.
- **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 including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and subject and grade level specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

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 or 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. The employee may be exposed to the risk of electrical shock and radiation from technical equipment. The employee may be exposed to bloodborne pathogens.

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.

I have read and understand this job description.

Signature:

Date:
