

COMPUTER INSTRUCTOR

Work Schedule: 16 hours per week when school is in session

The computer instructor is responsible for teaching lessons in the area of technology to students in grades K-6. Working with teachers, the instructor reinforces classroom lessons with technology as requested.

The instructor, working with the technology person, helps with the integration of technology into the classroom helping set up computers, iPads or Kindle Fires as needed. Instructor will be available to assist students using the computers, iPads or Kindle Fires.

The computer instructor is responsible for overseeing the set-up, scheduling and monitoring of MAP testing three times a year working with the school secretary, principal and classroom teachers.

Instructor works with gradebook function and report cards within School Speak (student information system).

In addition, as part of the teacher and staff rotation, the instructor will supervise the students on the playground and help with after-school student pick up.

Gives direction to and supports the Keyboarding Class instructional aide.

EDUCATION and/or EXPERIENCE

1. Graduation from high school or equivalent
2. Experience with and knowledge of technology as applies to programs used by our students. Preference given to applicants who are adept with all apps included in G Suite for Education and Microsoft Office.
3. Willingness to learn and use Technology Curriculum & Outcomes Framework as prescribed by Diocese of Duluth as the foundation for teaching computer skills to students
4. Possess good organizational skills and is capable of multi-tasking
5. Successfully pass a criminal background check