



# RIALTO UNIFIED SCHOOL DISTRICT

## Computers Teacher Job Description

### DEFINITION

Under general supervision, teaches one or more classes in the field of computers to students in grades 6<sup>th</sup> through 8<sup>th</sup>, assists in other school programs as assigned, and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

### ESSENTIAL DUTIES

- Teaches knowledge and skills in computers to secondary students utilizing the course of study prescribed by the District approved curriculum.
- Provides individual and small group instruction in order to adapt curriculum to the needs of the students with varying intellectual abilities, and to accommodate a variety of instructional activities.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and appropriate instructional aids stressing "discovery" and laboratory learning methods.
- Demonstrates computer concepts using models, chalk board, over-head projector and other standard or teacher prepared instructional aids.
- Designs learning activities that will relate computer usage to the physical world.
- Establishes and maintains standards of student behavior required to provide an orderly and productive environment.
- Instructs students in proper care and use of materials and organizes storage areas and controls use of materials to prevent loss or abuse.
- Evaluates each student's performance and growth in knowledge and understanding, and prepares progress reports.
- Selects and requests instructional materials, books, etc., and maintains inventory records.
- Maintains professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
- Communicates with parents and school counselors and student progress.
- Cooperates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or District committees and the sponsorship of student activities.

### QUALIFICATIONS

#### Experience and Education:

- Possession of a valid Single Subject California teaching credential authorizing services in Computers
- NCLB Compliance.
- Possession of an authorization to work with EL students.
- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.

### PHYSICAL DEMANDS

#### Physical class:

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

#### Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to transverse a 40 acre campus which could include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping: Occasionally

Bending: Constantly

Keyboarding: Occasionally

Lifting: Occasionally

Reaching: Occasionally

Handling: Constantly

Grasping: Constantly

Fingering: Constantly

Carrying: Constantly

Standing: Frequently

Kneeling: Occasionally

Sitting: Occasionally

Driving\*: Occasionally

Walking: Constantly

Push/Pull: Occasionally

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

Twisting: Constantly

Wrist flexion: Constantly

Elbow flexion/extension: Constantly

Reaching to shoulder level: Occasionally

Forward shoulder/neck flexion: Frequently

Reaching to above shoulder level: Occasionally

Reaching below shoulder level: Constantly

**Sensory requirements:**

Ability to see: Constantly

Ability to hear: Constantly

Ability to talk: Constantly

Ability to smell: Constantly

Ability to touch: Constantly

**Must be able to deal with these environmental considerations:**

Heat: Occasionally

Noise: Medium

Humidity: Low

Working inside: 95% of the day

Working in close quarters with others: All day long: 36 desks in room - crowded/Constantly

Odor: Occasionally

Floor may be slippery at times: Occasionally

Moisture: Occasionally

Working outside: 5% of the day

**This job requires:**

Alertness: Constantly

Attention to detail: Constantly

Ability to work in temperatures down to 40 degrees and up to 110 degrees.

Recall of names and dates: Yes

The use of two hands: Constantly

**Ability to deal with psychological factors:**

Team work: High

Frustration: High

Repetitive tasks: High

Level of responsibility: High

Must keep up with schedule: High

Able to work overtime as needed: Frequently/Over 3 hours per day

Dealing with angry teachers, students, parents: Occasionally

**Physiological Factors:**

Must maintain a high level of consciousness: High, all day long

Orientation to time, place or person: Yes

Ability to read at 12<sup>th</sup> grade level: Yes

Ability to comprehend and follow directions: Yes

Able to keep up a high activity level during the shift: Yes, have 5-6 minute passing period