

OAK GROVE SCHOOL DISTRICT #68

JOB DESCRIPTION

TITLE: Technology Teacher

QUALIFICATIONS: State of Illinois Professional Educators License
Middle School Computer Applications Endorsement or
5 to 9 approved technology hours outside of primary endorsement.
Other Qualifications as might be determined as necessary by the school board

REPORTS TO: Building Administrator & Superintendent

TERMS OF EMPLOYMENT: Specific terms of employment are as agreed upon between the employee, the administration, the Oak Grove Teacher's Union, and the Board of Education.

POSITION GOALS: The mission of the Oak Grove School District certified teacher is to provide an opportunity for every student to master grade level skills regardless of previous academic performance, family background, socioeconomic status, race, or gender. The staff member will measure achievement based on local assessments and overall classroom performance, and provide a positive learning environment that meets the needs of every child.

PERFORMANCE DESCRIPTORS:

- Develops, writes, presents, and implements a Board approved technology and inquiry-based curriculum.
- Assists in the development, implementation, and improvement of the district technology scope & sequence.
- Plan and create Eagle League lessons for students on the designated SIP day for technology.
- Meets and instructs assigned classes in the locations and through remote connections at the times designated.
- Plans a program of technology study that meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity of the students.
- Prepares for classes and shows written evidence of preparation upon request of immediate superior.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, and projects to communicate these objectives to students, as adopted by the local and state Board of Education.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Continuously strives to improve professional competence and collaboration with colleagues and communities.
- Attends staff meetings, serves on staff committees, and performs duties prescribed by administration.
- Promotes public relations for the school's programs and activities.
- Becomes acquainted with parents; reports any unusual occurrence or event to the administrator.
- Contacts the designated representative as soon as possible when the teacher must be absent from school.
- Participates in the selection, adoption and inventory of classroom textbooks, computer software, and inventory.
- Implements all rules and regulations, policies and administrative guidelines as adopted by the School Board.
- Maintains a professional appearance.
- Is familiar with and incorporates the use of technology in daily tasks and job completion.
- Maintains regular attendance and adheres to the professional code of conduct.

SPECIFIC KNOWLEDGE/SKILLS: Specific skills related to carrying out the district mission that will allow for optimal student success.

EVALUATION: Based upon State guidelines and the CBA.

BOARD APPROVAL DATE: JULY 22, 2020 (PROPOSED)