



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Elementary Computer Teacher	<b>Location:</b>	Elementary School
<b>Reports To:</b>	Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	188 days / 10 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Valid appropriate Arizona Teacher Certificate
- Strong skills in technology
- Experience using 21st Century Technology tools such as Wikis, Podcasts, Social Media, Google Docs, etc.
- Proficient at touch-typing / keyboarding instruction
- Clear understanding of the AZ Technology Standards & Tech components in the Common Core
- Strong background knowledge in Learning.com/EasyTech, Destination Success/RiverDeep and SmartBoards/Notebook and other similar technology software
- Proficient in Microsoft Office and Internet Research
- Degree in Educational Technology preferred
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To serve as a teacher in the computer lab to provide technology integrated instruction

### Responsibilities and Requirements

#### **CURRICULUM AND INSTRUCTION**

- **CURRICULUM:** know and be guided by the curriculum guides of the district and the school; develop, adjust, and maintain secondary computer curriculum tied to the AZ Technology Standards & Tech components in the Common Core; work with and provide data/feedback to the Instructional Technologist
- **LESSON PLANS:** maintain a plan book of daily instruction based on district curriculum guides, and emergency plans in the event of illness
- **OBJECTIVES:** establish and communicate to students well-defined objectives for each lesson, including related projects and activities
- **INSTRUCTION:** be responsible for an instructional program and the utilization of teaching methods which consider the individual needs, interests, abilities, and maturity levels of the students

#### **STAFF PERSONNEL**

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities
- **SUPERVISION & EVALUATION:** supervise, evaluate, and provide work assignments to assigned educational assistants and/or student teachers
- **TEAM MEMBER:** be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment

#### **STUDENT PERSONNEL**

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation
- **HEALTH & WELFARE:** identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self
- **DISCIPLINE:** be responsible for enforcing building approved discipline plan
- **SUPERVISION:** be responsible for the supervision of students at all times

#### **OPERATIONS**

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance
- **TEACHER ABSENCE:** advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** account for school and district property, as required
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions



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- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties; attend meetings; hold parent conferences, etc..
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

### **FINANCE/BUSINESS MANAGEMENT**

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee

### **SCHOOL/COMMUNITY RELATIONS**

- **PARENT CONFERENCES:** meet with parents as required to advise them concerning student needs and progress
- **INTERPRETATION:** interpret school policies and programs to students and parents

### **OTHER**

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** responsible for performing other job-related duties as assigned by the Building Principal

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### **Other Information**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.