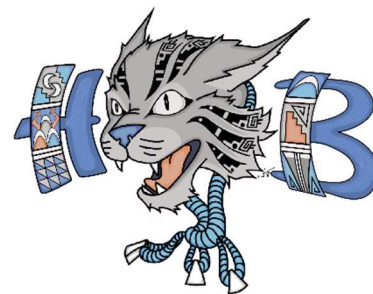


Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Computer Technician	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITY: Incumbent integrates and teaches the Arizona State technology standards to students in Kindergarten-8th grades.

I. QUALIFICATIONS:

1. Associates of Arts Degree/ 60 College Credits
2. Experience in working in computer lab
3. Arizona State Fingerprint Clearance Card
4. Knowledge of Hopi/language culture preferred
5. Must have or obtain CPR and First Aid certification
6. Must have valid Arizona Driver's license
7. Must pass criminal background checks by state, federal, and Hopi Tribe
8. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment

II. DUTIES AND RESPONSIBILITIES:

1. Develops lesson plans and organizes class time so that instruction and lab work can be accomplished within the allotted time
2. Teaches students the events that have influenced computer usage and their effect on society, documentation/principles underlying their use and design, and computer language/programming
3. Establishes and maintains standards of student behavior for a productive learning environment
4. Reviews, analyzes, evaluates, and reports student academic, social, and emotional growth.
5. Keeps appropriate records and prepares progress reports.
6. Pursues a variety in methodology in teaching and instructing students, including; demonstrations, discussion, group work, laboratory experiences, modeling, and hands on experience with technology.
7. Reviews and evaluates new commercial software as it is developed
8. Performs a variety of non-instructional duties, including participation in curriculum and instructional development (committee), supervision of students, participation in student activities, and consultation/collaboration with colleagues
9. Introduces computer, keyboard, and internet skills, multimedia design
10. Teach students how to use design applications, computer-aided instruction and develop technological solutions to problems.
11. Fostering critical thinking skills through practical application of computer software and hardware within a classroom setting
12. Encourage creative thinking with challenging classroom projects
13. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
14. Will make collaborative efforts to assist in reaching school improvement goals.
15. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.

2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____
Employee

DATE: _____

REVIEWED BY: _____
Principal

DATE: _____

APPROVED BY: _____
Governing School Board

DATE: _____