

East Boston Central Catholic School



Computer Teacher

Teaching the principles of computers to students of different ages and at different levels is the job description of a computer teacher.

Position Description

A computer teacher is a vocational educator in the field of computer science and related technological areas who coaches and teaches students in the fundamentals of computer software and hardware.

Essential Duties and Responsibilities of a Computer Teacher

- Creates lesson plans that are appropriate for the age and abilities of the students in the class.
- Evaluates student performances in class and on tests and provides feedback.
- Assigns special projects to students.
- Communicates students' progress to parents, particularly regarding students who need tutoring or other extra assistance.
- Provides appropriate resources and learning materials for students.
- Identifies varying teaching methods that work best for students who learn differently.
- Develops and updates curriculum for the classroom.
- Conducts research.
- Encourages creativity in students.
- Maintains computer laboratories and keeps an inventory of supplies.
- Ensures that computer equipment is functioning properly.
- Maintains accurate records of students' progress in class and on examinations.
- Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
- Maintains an orderly classroom stocked with appropriate supplies.
- Stays up-to-date on changes and advancements in computer technology taught in the classroom.
- Petitions administrators for updated hardware and software for the classroom.
- Runs the classroom within the allocated budget.
- Keeps all classroom work backed up.
- Ensures that the internet in the classroom is used only for appropriate educational purposes.
- Posts grades and sends grade reports to parents as required by the school system.

Required Knowledge, Skills and Abilities

- Must have exceptional computer skills.
- Must have excellent verbal and written communication skills.
- Must have knowledge of a wide range of computer technologies.
- Must have excellent trouble shooting skills.
- Have superior dexterity for keyboarding and operating a mouse.
- Must have excellent critical thinking and analytical skills.
- Must have strong organizational and time management skills.
- Must have good social networking skills.
- Must have understanding of computer monitors, central processing units, operating systems, hard drives and file storage.
- Must have strong public speaking skills.
- Must be detail oriented and mechanically inclined.

Education and Experience

- Bachelor's degree in Computer Science or related field is recommended.
- Continuing education courses for keeping up with technological advancements is recommended.

Work Environment

- Time is spent working with students in a climate controlled classroom or laboratory setting.
- Time is spent looking at a computer screen, keyboarding and manipulating a mouse.

Send application materials to Principal Bobby Casaletto at rcasaletto@ebccs.org.