



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Computer Instructor Specialist
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Principal(s) Mega Magnet Cluster

Position Summary:

To plan and implement a program of studies that will result in desired learning and lead students toward the fulfillment of their potential for intellectual, emotional, psychological and social growth. Also, provide skill-based training in computer graphics and animation

Essential Functions:

- Plans a program of study consistent with State and the Multimedia Electronic Graphic Arts (MEGA) guidelines that continually meets the individual needs, interests, abilities and learning style of students.
- Guides and directs student development through instructional activities that are designed to enhance learning and the use of materials which are appropriate to the school's instructional plans and curriculum goals.
- Establishes clear student learning objectives for all lessons, units, projects, etc., and effectively communicates these goals to students/parents.
- Assesses student accomplishments on a continuing basis and appropriately determines records and maintains grades on the basis of progress toward course objectives.
- Makes appropriate referrals of students with potential disabilities and/or health problems.
- Confers and cooperates with students, parents, teaching colleagues and other systems personnel in order to meet student needs and Board of Education goals.
- Attends and participates in staff meetings. Share with other teachers responsibilities for serving on school related committees and providing input into the processes of planning and decision making.
- Plans and supervises the purposeful activities of assigned aides and/or volunteers.
- Establishes a classroom environment that is reasonably clean, safe, orderly and appropriate to the maturity, needs and interests of students.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Provides for continuous supervision of assigned pupils and shares with the principal the responsibility of supervising all pupils enrolled in the school.
- Sets and maintains reasonable and just standards of student behavior in classes and at other activities to which the teacher is assigned.
- Talks and records attendance accurately in classes and/or homeroom and reports unusual attendance patterns and/or excessive absenteeism to supervisory personnel.
- Maintains appropriate confidentiality of pupil records and similar kinds of information.
- Maintains accurate school records and promptly furnishes from them administrative information upon request.
- Take reasonable precautions to protect students, equipment, materials and facilities.



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- Uses all equipment, materials and facilities in an efficient, economical manner.
- Design skill based classes with particular emphasis on area of main focus of the programs (Computer Animation).
- Is regularly punctual and present for duty.
- Demonstrates a high level of skill in oral and written communication.
- Takes appropriate steps to insure his or her continual professional growth.
- Gathers resources and materials from libraries, businesses, etc., to aide in computer animation.
- Attend conferences and training sessions as needed.
- Takes appropriate steps to insure his/her continual professional growth.
- Performs other duties as assigned.

Experience:

- State Certification – Computer Science or Computer Graphics
- Other qualifications the requesting authority may deem appropriate

Education:

- Graduation from an approved college or university with a Bachelor's Degree

Knowledge, Skills, and Abilities:

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.