Job Profile

Job Title:	Computer Science Teacher/Educational Technology Support Specialist
Department:	Technology
Reports to:	Principal/Director of Educational and Information Technology
Date:	5/5/23

Job Status:

Exempt X	Non-Exempt ☐
Full-time X	Part-time ☐

General Summary

What is the primary purpose of this position?

The Computer Science Teacher is responsible for teaching high school students in Technology, specifically for C-STEM, AP Computer Science Principles, and AP Computer Science A. This teacher facilitates student understanding of technology by mastering skills of locating, analyzing, and creatively communicating information effectively, and helps prepare students to become independent users of technology, for academic and artistic purposes. The teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. He or she is a subject matter expert that knows how to build a positive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging rigorous instruction. The teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. The teaching portion of this position is 60%.

This position will also support the Technology Department by providing educational technical support to the SFHS community on all teacher software platforms, technology devices and office equipment. This position ensures that all technology, hardware and software, is updated and running smoothly on a continuing basis. In collaboration with the Director of Educational and Information Technology and the Technology staff, the Educational Technical Support Specialist will be responsible for training faculty, staff, students, and parents on device use and policies. The Technical Support Specialist portion of this position is 40%.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Teaching
- Implements curricula and academic interventions that meet grade-level standards;
- Designs and implements assessments that measure students' progress towards grade-level standards;
- Uses student assessment data to refine curriculum and inform instructional practices;

- Communicates effectively with students, families, and colleagues;
- Creates a positive, achievement-oriented and structured learning environment that excites and invests students;
- Fosters and supports an inclusive educational environment;
- Collaborates with teachers and leaders to improve instructional, culture-building and leadership skills;
- Maintains grading records, records daily attendance, and completes all required record keeping as designated by administration;
- Attends and fully engages in all professional development, staff meetings, liturgies, and school events such as but not limited to Catechetical training, Back to School Night, Open House, Baccalaureate, Graduation.

Educational Technology Support

- In collaboration with the Technology Department, ensures that all tech hardware and software is up-to-date and running smoothly on a daily basis.
- Manages inventory and upkeep of all tech devices.
- Trains SFHS staff, faculty, students, and parents on educational software, device use and policies.
- Provides user support on printers and copiers, projectors and A-V equipment, laptop and desktop computers, Chromebooks, Wi-Fi connectivity and internet access, software, phone system, intercom, and other technical devices as needed.
- Collaborates with other technology staff to provide in-person user support for staff, faculty, and students in response to various tech requests.
- Works with the Director of Educational and Information Technology to ensure regular maintenance and upkeep of school subscriptions and accounts.
- Assists in development and presentation of educational technology professional development for faculty/staff.
- Is an active member in campus-wide diversity work to foster and support an inclusive educational environment.
- Actively participates in school events, such as masses, staff meetings, department meetings, supervision duties, etc.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Bachelor's Degree required. Single Subject Teaching Credential and/or Master's Degree preferred;
- Computer Networking Certificate or study in Computer Science or a related field.

Job experience:

- Experience teaching Computer Science at the high school or college level;
- Experience teaching in Catholic education preferred;
- 2+ years of experience in a technical support role.

Technical/Functional skills:

- Desire to serve in the vocation of Catholic education;
- Ability to teach grade levels 9-12;
- Excellent written and verbal communication skills;
- Proficiency in Chromebook usage and applications and in integrating technology into the curriculum;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students;
- Maintains confidentiality and professional ethics;
- Complies with guidelines established for safety training;
- Solid knowledge of and experience with G-Suite Administration, including management of Chrome devices;
- Experience with Microsoft Suite installation and configuration, including Windows 10 setup and troubleshooting;
- Experience with miscellaneous educational software, LMS, SIS, including Schoology, PowerSchool, and Blackbaud;
- Experience with A/V deployment and maintenance, including projectors, classroom audio systems, interactive displays, document cameras, and casting/mirroring devices;
- Experience with hardware repair;
- Strong project management skills, including documentation, timeline management, and resource scoping;
- Experience with vendor management for product support;
- Knowledge of phone systems, analog and IP. Experience with overall maintenance and troubleshooting;
- Strong interpersonal and communication skills, both verbally and in writing;
- Positive customer service skills with a focus on hospitality;
- Extremely organized with a focus on details;
- Flexible;
- Exceptional troubleshooting skills; ability to diagnose an issue and completely and efficiently resolve it with minimal downtime or disruption to the user.

Other Requirements:

Other duties may be required as needed.

St. Francis
CATHOLIC HIGH SCHOOL
PAX ET BONUM
Job Profile

Employee Signature: Date:

Supervisor Signature: Date:

HR Signature: Date: