

JOB DESCRIPTION

St. Joseph's Catholic School of Grand Rapids, Minnesota

Job Title	Computer Instructor
Department	School
Reports To	Principal
FLSA Status:	Non-Exempt
Prepared By	Nellie Goshey, Principal
Preparation Date	Spring, 2024
Schedule	Part time; 16 hours/week, School year

SUMMARY

The Computer instructor is responsible for teaching students in grade K-6 foundational technology skills in alignment with the school's academic goals and Catholic values. The instructor will integrate digital literacy, responsible internet use, and basic computer programming, while supporting classroom teachers in using technology effectively.

The computer instructor is responsible for overseeing the set-up, scheduling and monitoring of MAP testing three times a year working with the school secretary, principal, and classroom teachers.

CONTEXT

A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position assists the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop's ministry. The incumbent must have a willingness and the ability to support the Mission of the Universal and Local Roman Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan and implement a technology curriculum aligned with national standards (e.g., ISTE) and Diocesan guidelines.
2. Teach age-appropriate computer skills including internet safety, coding, digital citizenship, and productivity tools (e.g., Google Workspace or Microsoft Office).
3. Create a safe and respectful classroom environment rooted in the teachings of the Catholic faith.
4. Collaborate with classroom teachers to integrate technology into core subject areas.
5. Communicate effectively with students, parents, and staff.
6. Promote digital responsibility and ethical technology use in line with Catholic values.
7. Support school-wide initiatives involving technology, including standardized testing or online assessments.
8. Foster a respectful and inclusive environment that supports all students.
9. Participate in school-wide events, faculty meetings, and faith-based activities as appropriate. .
10. Maintain accurate records of student progress and contribute to report cards.
11. Supports the school's spiritual, pastoral and educational mission
12. Performs other duties as needed

GENERAL RESPONSIBILITIES

Maintains a current level of knowledge and skills required to effectively serve in this position. Must be able to follow the guidance and direction of the principal and teachers to carry out the vision and mission of the school. Must model the high moral and ethical standards essential to the school and the Catholic faith.

SUPERVISOR RESPONSIBILITIES

Not responsible for any immediate supervision of employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. Bachelor degree in Education, Instructional Technology, Computer Science or related field preferred, bachelor degree required.
2. Experience as a Computer Instructor or equivalent work experience with children.
3. Proficiency in educational technology tools, platforms, and digital teaching resources

LANGUAGE SKILLS

Must possess superior interpersonal and communication skills, both verbal and written.

OTHER EXPERIENCE/SKILLS

1. Collaborative/friendly work style with ability to project professionalism and sincerity
2. Possess good organizational skills and is capable of multitasking
3. Maintains confidentiality
4. Strong classroom management and communication skills
5. Successfully pass a criminal background check

CERTIFICATES, LICENSES

There are no certificates or licenses required for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional classroom and school. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment and significant screen time. There will be times that the employee lessons will be in the grade level classroom.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____