

**Position:** Computer Teacher

**Classification:** Part-time

**Reports to:** St. Timothy Christian Academy Head of School

**Employee Profile:**

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the STCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

**Duties and Responsibilities:**

- Weekly lesson planning
- Instruct students in grades K-12, addressing individual needs and learning styles
- Using Technology TEKS as curricular guideline in determining skills taught
- Creation of the STCA Yearbook
- Assessment, documentation, and reporting of each student's progress
- Participation in teacher in-service days
- Maintaining current CPR, First Aid, and AED certifications as provided by STCA

**Qualifications:**

- College Degree
- *Experience working with students with a wide variety of learning differences*
- Proficiency in teaching Digital Literacy, Keyboarding, Word, Excel, PowerPoint, iMovie, Pages, Keynote, Numbers, Photo Editing

**Physical and Mental Requirements and Work Environment Conditions:**

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly, or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Standing and walking for sustained periods of time – moving about on foot for monitoring students in the classroom
- Stooping, crouching, and kneeling – ability to assist small children with various needs
- Climbing, reaching, pushing, pulling and lifting
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures
- Environment is primarily indoors in a classroom environment, but might include outside activities