

**TITLE:** **COMPUTER EDUCATION SPECIALIST, GRADES K-6, MAGNET PROGRAM**

**QUALIFICATIONS:**

1. California teaching credential authorizing service in area assigned
2. Ability to work in lab environment
3. Ability to work in multiethnic environment
4. Knowledge of computer technology and programming

**REPORTS TO:** Principal

**JOB GOAL:** To implement Magnet Computer Laboratory Program to most effectively meet special needs of students designated to this program in grades K-6

**PERFORMANCE RESPONSIBILITIES:**

1. Works in laboratory with groups of children or individuals
2. Diagnoses nature of children's learning deficiencies
3. Prescribes instruction to meet individual needs
4. Helps children develop motivation for learning
5. Provides wide variety of instructional resources related to children's needs
6. Coordinates materials for individualized instruction
7. Demonstrates teaching methods and techniques
8. Coordinates lesson planning and laboratory organization
9. Refers children to professional personnel for specialized services
10. Develops and maintains system of recordkeeping
11. Confers with children, parents, teachers, and specialized personnel
12. Disseminates current laboratory practices
13. Participates in District, county, and state reading/math/computer meetings
14. Contributes news items of program to bulletins
15. Assists teachers in use of computer materials and resources
16. Evaluates each pupil's and group's performances
17. Teaches computer technology
18. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable