



Microsoft Operating Systems Certification Teacher

JOB DESCRIPTION

The Microsoft Operating Systems Certification Teacher participates as a member of the instructional staff in planning for teaching, motivating students, developing classroom climate, managing the classroom, interacting with pupils and evaluating pupils.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's degree with appropriate certification; MCP certificate for Windows 2000
- Teaching certificate preferred
- Expected to acquire MCSE within 24 months of hire date

DUTIES AND RESPONSIBILITIES

1. Plans the long and short range objectives for assigned courses aligned to Microsoft Academic K-12 Program
2. Develops lesson plans with the appropriate essential elements
3. Collects and uses a variety of information to guide the growth and development of individual pupils
4. Maximizes amount of time available for instruction
5. Demonstrates effective teaching methods and selects appropriate teaching materials using a variety of activities to develop student interest and performance
6. Establishes standards for individual pupils in terms of ability levels
7. Creates a classroom climate conducive to pupil intellectual, social, emotional, and moral development
8. Manages pupil behavior and activities to allow for learning
9. Communicates effectively with students
10. Evaluates and provides feedback on pupil performance continuously by utilizing a variety of sources to insure mastery of the essential elements
11. Teaches for cognitive, affective, and/or psychomotor learning and transfer
12. Maintains accurate student accounting records and other records in compliance with local and state requirements
13. Participates in in-service workshops
14. Participates in extracurricular activities as assigned
15. Plans for and engages in professional development
16. Interacts and communicates effectively with parents and school staff
17. Participates in the planning, presentation, and evaluation of various school activities
18. Manages the classroom computer lab to promote learning effectiveness and to provide maximum supervision of students
19. Seeks recommendations, advice, and updated skill methods from advisory committee members by promoting industry/business involvement in the program activities
20. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

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PAY SCALE: Teacher Pay Scale

NUMBER OF DAYS: 187

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*