

Job Description: Middle School Computer Technology Teacher

Guadalupe Centers Schools are a free, open enrollment, public charter school currently serving students in grades K -12. Guadalupe Centers Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

- Maintains basic file server and installs instructional software
- Trains students and staff associated with integrated software applications, word processor applications, database applications and spreadsheet applications and methods of integrating technology in the classroom.
- Identifies appropriate web-based resources that are correlated to the core curriculum to improve instruction and enhance student learning
- Uses electronic mail to support instruction
- Selects, connects and uses appropriate peripherals associated with the School LAN, computer lab server or classroom based pc's or networks
- Designs, delivers and assesses student learning activities that integrate computing and/or instructional technology use for a variety of student grouping strategies for diverse student populations
- Assesses staff computing deficiencies and creates training opportunities designed to meet the needs of
- Individual, grade level and school staff as well as ways to support the core curriculum.
- Describes and implements basic troubleshooting techniques
- Aware of current instructional principles, research and appropriate assessment practices as related to the use of computers and technology resources in the curriculum

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- Missouri Teacher's Certification
- Successful completion of computer proficiency examination

PREFERRED QUALIFICATIONS:

- Teaching and training experience in computer applications
- Three (3) years' experience in network management
- Knowledge of both IBM compatible (DOS 3.1, Windows 95 and Macintosh (OS 7.6 and above) operating platforms
- Experience in telecommunications
- Skill in multimedia techniques and instructional applications.

Highly Qualified Status: This status requires a bachelor's degree, the appropriate certification for the course/grade level they are teaching, and documentation of content expertise in the area they are teaching, and experience in urban school setting. Teachers hired by Guadalupe Educational systems who do not currently hold TESOL, ESOL, ESL, or similar credentials are required to work toward that goal within the first three years of employment. GES identifies several avenues through which teachers can fulfill this commitment.

Application Process: If you are interested in applying complete an application on moreap.net and send your resume and letter of interest with your educator ID to [opportunities @guadalupecenters.org](mailto:opportunities@guadalupecenters.org). If you would like to learn more about the schools before applying please visit us at www.guadalupecenters.org

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