

Sonoma County Office of Education – Job Description

Certificated-Career Technical Education

TEACHER, ADULT EDUCATION – COMPUTER TECHNOLOGY

Definition:

Under the general direction of the Director develop and teach computer technology skills, such as basic computer operations, word processing and excel worksheet skills and practices for adult students.

Distinguishing Characteristics:

- Employees in this class are required to have special expertise applicable to the educational program(s) assigned.
- This class requires a high degree of knowledge, skill and experience in working directly with adult students, and active links to industry where computer technology skills are in demand.
- We require a computer technology expert, business professional who views students as collaborative thinkers and vital resources.
- This instructional leader will work with other teachers when appropriate to instruct active and technical computer technology skills and entrepreneurial attitudes to adult students.
- This instructional leader will work with industry professionals to create work-based learning experiences, such as guest speaker engagements.

Supervision Exercised and Received:

General direction is provided by the Director.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Assesses individual student's current level of functioning to determine needs.
- Designs and implements instructional programs to meet student's needs.
- Develops lesson plans and instructional materials using community resources and alternative approaches to learning to teach students the knowledge, skills and behaviors necessary to function in the community.
- Provides substitute teachers with written lesson plans, appropriate materials and instructions as to disciplinary and emergency procedures.
- Demonstrates knowledge of and utilizes established curriculum.

- Provides other such instructions and services to the students whenever possible so as to contribute to the attainment of other goals of the instructional program.
- Keeps records of student attendance, provides feedback to students on their progress and development, and administers any pre- or post-course surveys.
- Supplements the program with an appropriate learning environment enriched through the use of audio-visual aides, technology, special programs, auxiliary books and materials.
- Establishes and maintains standards of student behavior needed to provide a safe, healthy, orderly and productive classroom environment.
- Participates in activities designed to promote professional growth.
- Observes legal mandates.
- Maintains student confidentiality.
- Directs assigned classified staff and volunteers.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Appropriate teaching strategies.
- Classroom management techniques to correct self-defeating behaviors and to support self-enhancing behaviors.
- Evaluation and assessment techniques and instruments.
- Computer software programs, specifically Microsoft Word and Excel, and internet usage skills.

Ability to:

- Select appropriate materials and/or processes for different age, ability and functioning levels.
- Communicate effectively and respectfully to students about their progress and development.
- Employ observation techniques and classroom management techniques required to increase task behavior.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Validate experience with computer technology needs, industry standards and practices, and workplace attitudes.
- View learners as partners, and actively solicit student thinking and direction.
- Employ practical abilities to seek out and apply cutting edge computer technology resources to the instructional setting.
- Create active and visible links to the business community in order to assist with work-based learning guest speaking appearances and jobs for students.

- Apply practical knowledge of computer skills instruction, with the specific purpose of preparing and inserting students into jobs where computer skills are required.
- Show as a daily practice unabashed enthusiasm for leading students into complex real life business projects.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Preferred, but not required:

- Bachelor’s Degree from any accredited college with an emphasis in the occupational area to be taught.

Experience:

Preferred, but not required:

- Some formal experience or training in working with high school students and adults. Spanish speaking is desirable.

Credentials:

- A valid California Designated Subjects Career Technical Education Teaching Credential with the industry sector: Arts, Media and Entertainment or appropriate industry work experience to qualify for this CTE Credential.
- Enrollment in the North Coast Teacher Induction Program to obtain the SDAIE authorization is required.

Physical Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: November 20, 2019
- FLSA Status: Exempt
- Bargaining Unit: CTETA
- Approved by: Human Resource Services