

Computer Teacher K-6

St. Thomas More School is looking for a Part Time Computer Teacher/Resource Center Specialist for Grades K-6.

We are seeking a highly motivated, hard-working, friendly team player for this position. Applicants must be a practicing Roman Catholic and have a strong computing background, with elementary level educational experience preferred. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she has a positive and patient attitude and can inspire students to see how they will apply their computer skills in the future. Must be proficient in Microsoft Office and Google.

Essential Duties:

1. Establishes and (as necessary) adjusts instructional goals and objectives, to reflect Indiana state standards, school goals, curriculum policies, and the knowledge, skills, progress, and needs of one's students.
2. Designs lessons that provide opportunity for problem-solving, creativity, and communication skills in relation to authentic, real-world problems.
3. Establishes and maintains standards for behavior that foster student self-discipline and positive relationships among students.
4. Commits to on-going professional development in content area and pedagogy to stay current in best practices.
5. Plans learning activities to address individual differences among students.
6. Develops, administers, and evaluates quality formative and summative assessments that reflect a balance of content knowledge and problem-solving skills.
7. Monitors and evaluates students' progress in relation to school curriculum policies and other planned goals and objectives.
8. Encourages, secures and maintains the involvement of parents and other community members in support of instruction.
9. Performs other duties as assigned.
10. Approximately 15-20 hours per week.

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must be able to observe all their students and maintain discipline within the class. In addition to students, they interact with parents, other teachers and school administrators.

Application Instructions

Please send letter of interest, resume, copy of teacher's license, three letters of recommendation, and completed application to jobopenings@stm-school.com.