



## Valparaiso Community School Corporation

### **POSITION AVAILABLE**

2017-2018 School Year

**TITLE: Digital Communications Teacher– Middle School Level**

**QUALIFICATIONS:**

1. Indiana Teacher's License - Business Education
2. Bachelor Degree
3. License in an additional subject area desired, but not required.
4. Coaching preferred, but not required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**

Building Principal

**JOB GOAL:** To develop in each pupil an appreciation and skills necessary for digital communication in the 21st century. Develop efficient keyboarding skills, explore GAFE and MS Office productivity software. Introduce personal finance awareness and initiate career exploration.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches courses in digital communications to middle school pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities. Courses include keyboarding skills at the 6th grade, use of Google Apps for Education and MS Office Productivity software at the 7th grade, and personal finance literacy and college and career exploration at the 8th grade.
2. Instructs pupils in digital citizenship and basic subject matter specified in state standards and administrative regulations and procedures of the school district.
3. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
4. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.

5. Maintains professional competence through in service education.
6. Communicates with parents and school counselors to discuss pupil progress.
7. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
8. Supervises pupils in out-of-classroom activities as assigned.
9. Participates in curriculum and other developmental programs.
10. Serves as a positive role model for students.

TERMS OF EMPLOYMENT: Salary commensurate with negotiated salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Inquiries:** Mrs. Elizabeth Krutz, Principal  
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