

MESA VISTA CONSOLIDATED SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

COMPUTER TEACHER
District Wide

Job Description:

Candidate creates a flexible program with Common Core State Standards and an environment favorable to learning and personal growth. Establishes effective rapport with pupils and motivates pupils to develop skills attitudes and knowledge needed to obtain a good foundation for continuous achievement growth and development.

Candidate will establish effective rapport with students and their parents by assisting students in developing positive feelings toward themselves and others.

Responsibilities:

- Cooperates in the development and implementation of the district program of instruction.
- Plans and implements lesson plans that meet the individual needs, interests and abilities of students and comply with State Department of Education Standards and the MV Board of Education goals and objectives.
- Institutes clear objectives for all lessons, assignments, units and projects in accordance with curriculum goals and communicates objectives to students.
- Establishes and maintains a classroom environment conducive to learning by managing appropriate student behavior.
- Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Administers group standardized tests in accordance with the district testing program.
- Institutes open lines of communication with students and parents concerning students' academic, social and behavioral progress.
- Provides directions and materials for substitute teachers.
- Plans for and supervises classroom aides, guests and volunteers.
- Cooperates with staff and support personnel in assessing and helping students with health, attitude, learning and behavioral problems.
- Utilizes technology in the classroom

Other duties as assigned Experience:

- Effective communication skills, both verbal and written. Flexibility, organization, decision making and problem solving skills.
- Ability to meet deadlines, works on multiple projects, and coordinates the work of others. Knowledge of District policies on immunization, medication, first aid, emergencies and child abuse/neglect. Knowledge of all laws, regulations and guidelines affecting teachers and students.
- Knowledge of effective classroom management techniques.
- Ability to maintain positive relationships with students, parents, community members and staff. Knowledge of computer systems. Qualifications: Minimum Bachelor's degree.
- Current New Mexico teaching 7-12 license with Technology Education endorsement or New Mexico Specialty license with Technology Education endorsement. Additional requirements may be applicable for specific positions.

Reports To: Superintendent of schools
Salary: 2019 – 2020 – As Per Salary Schedule
Deadline: Until Filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova
Human Resource Office
Mesa Vista Consolidated Schools
P.O. Box 309
Ojo Caliente, NM 87549
Phone: (505) 583-2645
Fax No.: (505) 583-2815
human.resources@mesavista.org

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.