



OFFICE OF HUMAN RESOURCES

JOB ANNOUNCEMENT

Information & Communication Technology Teacher

Reports to: Principal, Vice Principal, Curriculum & Instruction

ICT Teacher Job Description

Teaching the principles of computers to students of different ages and at different levels is the job description of a computer teacher. They may work in elementary, middle school, high school or college classrooms or even in large companies that have ongoing training programs.

Position Description

A computer teacher is a vocational educator in the field of computer science and related technological areas who coaches and teaches students in the fundamentals of computer software and hardware.

Duties and Responsibilities of a Computer Teacher

- Creates lesson plans that are appropriate for the age and abilities of the students in the class.
- Evaluates student performances in class and on tests and provides feedback.
- Assigns STEAM projects to students.
- Communicates students' progress to parents, particularly regarding students who need tutoring or other extra assistance.
- Provides appropriate resources and learning materials for students.
- Identifies varying teaching methods that work best for students who learn differently.
- Develops and updates curriculum for the classroom.
- Conducts research.
- Encourages creativity in students.
- Maintains computer laboratories and keeps an inventory of supplies.
- Ensures that computer equipment is functioning properly.
- Maintains accurate records of students' progress in class and on examinations.
- Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
- Maintains an orderly classroom stocked with appropriate supplies.
- Stays up-to-date on changes and advancements in computer technology taught in the classroom.
- Petitions administrators for updated hardware and software for the classroom.
- Runs the classroom within the allocated budget.
- Keeps all classroom work backed up.

S.I.F.A. Learning Academy Charter School

P.O. Box 9427 • Tamuning, Guam 96931 • Tel: (671) 734-7432 • Cell: (671) 486-7432 • hr@sifalacs.com



OFFICE OF HUMAN RESOURCES

- Ensures that the internet in the classroom is used only for appropriate educational purposes.
- Posts grades and sends grade reports to parents as required by the school system.
- Teaches remote or online classes to adult students who cannot take part in daytime classes.
- Report any damaged or missing hardware to Office of IT.

Required Knowledge, Skills and Abilities

- Must have excellent computer skills.
- Must have excellent verbal and written communication skills.
- Must have knowledge of a wide range of computer technologies.
- Must have excellent basic computer troubleshooting skills.
- Must have excellent critical thinking and analytical skills.
- Must have strong organizational and time management skills.
- Must have good social networking skills.
- Must have understanding of computer monitors, central processing units, operating systems, hard drives and file storage.
- Must have strong public speaking skills.
- Must be detail oriented and mechanically inclined.

Education and Experience

- Bachelor's degree or Associate's degree in Computer Science or related field.
- Continuing education courses for keeping up with technological advancements.
- Certifications on Computer technology .

Salary:

Salary is dependent on level of education, years of experience and certifications.

For more information please visit www.sifalacs.com. Send your resume to hr@sifalacs.com.