

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** Computer Technology Instructor, CATC

**REPORTS TO:** Director of Capital Area Technical Center

**JOB GOAL:** To provide students enrolled in the Computer Technology program the working knowledge of computer hardware, software and its applications in today's society. The instructor will prepare students for entry-level positions and postsecondary related computer programs.

**QUALIFICATIONS:**

1. Minimum of three years successful experience in a technology related position within the last five years
2. Bachelor's Degree, Master's degree preferred
3. Career & Technical Education, Computer Information Services Certificate (823) Maine Department of Education
4. Teaching and supervisory experience preferred

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for teaching all aspects of the technology industry and career opportunities.
2. Responsible for teaching students in the overall structure and work flow and employment opportunities of the technology industry.
3. Responsible for teaching students about supplies and equipment used in the technology information and repair field.
4. Responsible for teaching students about:
  - a. Safety
  - b. Hardware
    - i. Internal PC components
    - ii. External components
  - c. Operating Systems
  - d. Software and programming
  - e. Trouble shooting
  - f. Peripherals
    - i. Scanners
    - ii. Printers
    - iii. Projectors
5. Provide a work based learning atmosphere, including a lab setting
6. Evaluate and grade students' class work, assignments, and papers, compile, administer, and grade examinations.

7. Prepare course materials such as syllabi, homework assignments, and handouts based on national standards and State of Maine standards.
8. Maintain student attendance records, grades, and other required records.  
Initiate, facilitate, and moderate classroom discussions.
9. Keep abreast of developments in the field by reading current literature, conduct program advisory meetings, and participating in professional organizations, coursework and conferences.
10. Advise students on academic and vocational curricula, and on career issues.
11. Collaborate with colleagues to address teaching and research issues.
12. Participate in student recruitment, registration, and placement activities.
13. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
14. Participate in school and community events.
15. Adheres to IEP's and differentiated instruction.
16. Performs all other related duties as assigned by the Director of CATC

**TERMS OF EMPLOYMENT:**

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the CATC Director based on the role description and on goals established on a yearly basis.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: James Anastasio  
Superintendent of Schools

Date: 12/3/13