



**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** Teacher – Digital Literacy

**Job Purpose Statement/s:** The position of Teacher – Digital Literacy is for the purpose of helping students:

- Understand what it takes to be successful in high school, college and post-secondary career opportunities
- Explore and define personal strengths, weaknesses, personal responsibility and self-management
- Develop personal and academic goals with a focus on career exploration and planning
- Understand graduation requirements and knowledge of school support services
- Understand the basics of the personal computer, Internet, Email and Google Suite
- Develop an understanding of ethical conduct using technology
- Examine internet resources
- Develop a personal education plan with a clear understanding of GPA requirements, earning high school credits, on-track graduation requirements and forecasting
- Develop an understanding of personality psychology, Growth Mindset and self-awareness
- Assist students in successfully transitioning from 8th to 9th grade so that they have a successful high school experience
- Connect with freshman and help guide them through the process of developing academic and career goals as well as social emotional development

**Essential Job Functions:**

- **Plan and Implement** a program of study following state and district outcomes that, as much as possible, meet the individual needs and abilities of the students.
- **Collaborate** with colleagues, graduation mentors, deans, counselors, school social workers, administrators and other key school personnel to build and implement effective curriculum and instruction
- **Create** a classroom environment that is conducive to learning.
- **Guide** the learning process toward the achievement of curriculum student outcomes.
- **Employ** instructional methods and materials that are appropriate for meeting objectives.
- **Assess** students' academic learning and/or skills for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- **Collaborate** with school personnel and parents for the purpose of improving the quality of student performance, developing solutions and planning curriculum.
- **Implement** instructional methods and materials that are most appropriate for achieving stated objectives for instruction and student success.
- **Manage** student behavior for the purpose of providing a safe and an optimal learning environment.
- **Prepare** teaching materials and reports (e.g. grades, attendance, anecdotal record, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.

- **Attend** staff meetings as well as serve on staff and district committees as requested.
- **Meet** the state standards for competent and ethical performance.

**Other Job Functions:**

- **Advise** parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals.
- **Maintain** accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.
- **Confer** with colleagues, administrators, students and/or parents when necessary.
- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.

**Job Requirements – Qualifications:**

- **Experience Preferred:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

*Skills* in planning, developing, and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

*Knowledge* of instructional theory and best practices, curriculum, state education code and district policies.

*Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel as well as meet schedules and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

**Education Required:** Bachelor's Degree.

**Licenses, Bonding and/or Testing Required:** **Appropriate Teacher Standards and Practices Commission license**, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred.

Bi-Lingual preferred.

ESOL and/or Reading endorsements preferred.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

**Terms of Employment:** Salary and work year according to the current contract and school calendar. Salary to be established by collective bargaining agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.