### JOB POSTING

**Title:** Information Technologies Essentials Teacher - Carson High School  
**Posting ID:** 3837  
**Description:** May 13, 2016

**POSITION:** Information Technologies Essentials Teacher  
**LOCATION:** Carson High School  
**LICENSE:** K-12 Computer Applications Endorsement, or CTE 7-12 Computer Science Endorsement, or CTE 7-12 Technology Education Endorsement, TESL preferred.  
**OPEN TO:** Employees of Carson City School District, and External Licensed Applicants.  
**APPLICATION PERIOD:** Closes May 20, 2016, or until filled.  
**NOTE:** This position is for the 2016 - 2017 School Year.

**APPLICATION:** Complete the online application by clicking "Apply for this Position." The application will require a cover letter, resume, copy of transcripts (originals required if recommended for hire), current Nevada teaching license, last three evaluations (if no evaluations: submit documentation on why no evaluations), and three letters of recommendation dated within the last year.  
**BENEFITS:** Salary placement based on education and up to 5 years of verified contracted teaching experience accepted. Employer-paid retirement, health and life insurance, sick leave benefits and personal leave. A new employee will receive a one time recruitment incentive of $500.  
Must possess a Nevada license endorsed for the specific subject(s) and to perform other educational functions at the level and in the field for which he/she is to be employed, issued in accordance with law and in full force at the time the services are rendered. (NRS 391.170). All applicants must meet all highly qualified requirements pursuant to No Child Left Behind (NCLB) regulations.  
Must be able to pass the pre-employment drug screen test. Bi-lingual preferred.  
This is a replacement position.  
**REASONABLE ACCOMMODATION:** The Human Resources Department will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs, please notify the Human Resources Department at the time you turn in your application or at least three (3) days prior to an interview by calling (775) 283-2130.

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**Carson City School District**  
**Job Description**

**Job Title:** Information Technologies (IT) Essentials Teacher
Summary
The IT Essentials instructor’s position offers the introductory level of computer hardware and software skills needed to help meet the growing demand for entry-level information and computer technology (ICT) professionals. In addition ICT concepts such as security and networking are included.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Administer appropriate CTE curriculum.
- Advise and participate in aligned career and technical student organization.
- Establish and/or maintain a program advisory committee.
- Oversee budgets, equipment, supplies, and materials.
- Ensure the opportunity for all students to learn in a supportive environment.
- Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.
- Develop and implement the components of an effective lesson for instruction.
- Analyze student progress and provide appropriate instruction.
- Provide a classroom management/discipline plan ensuring safety at all times.
- Ensure assessment regulations and guidelines are followed at all times.
- Develop a classroom climate that promotes positive learning conditions.
- Work professionally with administration, staff, parents, and community.
- Integrate technology into the instructional program.
- Participate in other job-related duties and activities related to the position as assigned.
- Instruct students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons and corrects homework.
- Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress.
- Keeps attendance records.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional student situations; Responds promptly to student needs; Solicits student, peer, and supervisor feedback to improve instruction; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts
success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to students and peers. Exhibits confidence in self and others; Inspires and motivates students and peers to perform well; Effectively influences actions and opinions of others; Accepts feedback; Gives appropriate recognition to others.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Classroom Management - Includes supervisor and peers in planning, decision-making, facilitating and process improvement; Takes responsibility for students' activities; Makes self available to students and staff; Develops students' skills and encourages growth; Solicits and applies student, peer, and supervisor feedback (internal and external); Fosters quality teaching and learning.
- Quality Management - Looks for ways to improve and promote instructional quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes professional tasks correctly and on time; Supports school's goals and values; Benefits organization through outside activities; Supports and respects diversity.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate staff in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's degree from four-year college or university.

Language Skills
Ability to read and interpret documents such as handbooks and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and staff.

**Mathematical Skills**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**
To perform this job successfully, an individual should have knowledge of student information software; Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**
State of Nevada Teacher's license, current driver's license, original social security card. Certified in relevant subject area:
- Computer Applications; and/or
- CTE Computer Science; and/or
- CTE Technology Education.

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**
The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability and age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.