



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: COMPUTER CAMP -- VILLAGE SCHOOL**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification.
2. Is an instructional technology educator and/or has prior experience in teaching computers to children.
3. Demonstrates organizational abilities and skills in communications and interpersonal relations.
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Coordinator of Technology

**JOB GOAL:** To encourage student participation in technology as well as their enthusiasm for computers, and to assist the Coordinator of Technology in providing a unique after-school technology experience for students.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Communicates with student body and encourages participation in the after-school Computer Camp.
  - b. Prepares for and assists with instructional sessions.
  - c. Assists in designing and implementing meaningful, hands-on learning experiences for each session appropriate to the age and skill of the participants.
  - d. Submits budget needs to the Coordinator of Technology in accordance with established timelines and guidelines.
  - e. Assists with the ordering of supplies and equipment needed to implement the Computer Camp in accordance with district procedures.

- f. Assists with accounting for program funds including, but not limited to monies obtained through tuition.
2. Student Management
    - a. Provides supervision of all students involved in the Computer Camp during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
    - b. Maintains necessary roster of participants, attendance forms, eligibility records, and similar paperwork and provides information to the Coordinator of Technology or Principal as required.
  3. Professional Development
    - a. Keeps informed about the current theories, techniques and materials used in the teaching of technology.
    - b. Participates in continuous study and research, and/or attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
  4. School and Community Relations
    - a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
    - b. Cooperates and shares professionally with other members of the staff.
    - c. Promotes school and community awareness of the Computer Camp by providing information to the Principal and other relevant audiences.
  5. Other Assigned Duties

Performs other appropriate tasks and assumes such other duties in connection with the Computer Camp as assigned by the Coordinator of Technology or designee.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be evaluated by the Coordinator of Technology and Building Principal.

**SOURCE:** Regular Board Meeting  
**DATE:** March 13, 1996

