

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**Teacher – EDUCATIONAL COMPUTING STRATEGIST (ECS) ELEMENTARY**

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Department: Licensed Personnel Services

Classification: Licensed

Terms of Employment: 9/12 Months

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Clark County School District (CCSD) Teacher Salary Schedule.

**POSITION SUMMARY:** The teacher will assist teachers with implementing into daily student instruction appropriate educational technology based on the Nevada State Standards and the Clark County School District Curriculum Essentials Framework (CEF). The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will be expected to adhere to the CCSD Professional Domains and Standards for Licensed Employees and report directly to the school site administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Assist teachers in administering appropriate district curriculum which is aligned with the Nevada State Standards.
2. Ensure the opportunity for all students to learn in a supportive environment.
3. Assist classroom teachers with the integration of technology into curricular areas supporting the appropriate district curriculum.
4. Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.
5. Develop and implement the Components of an Effective Lesson for instruction.
6. Provide professional development, modeling, and assistance for teachers to promote the integration of technology supporting student achievement.
7. Maintain accurate records of computer hardware, peripherals, and software licenses for copyright compliance.
8. Provide a management/discipline plan ensuring safety at all times.
9. Develop, coordinate, and recommend professional development based on staff needs and the site technology plan.
10. Develop a climate that promotes positive learning conditions.
11. Work professionally with administrators, staff, parents, and community.
12. Integrate technology into the instructional program.
13. Facilitate creation of yearly technology plan.
14. Participate in professional development to prepare as a teacher and mentor.
15. Participate in other job-related duties and activities related to the position as assigned.

**POSITION EXPECTATIONS:**

1. Demonstrate knowledge, skill, and ability to provide instruction in an elementary classroom.
2. Collaborate with teachers to provide a comprehensive elementary technology focus.
3. Work cooperatively with students, parents, peers, administration, and community members.
4. Plan and provide technology-based professional development training for staff designed to improve student achievement.
5. Consult with teachers and site administrators to develop appropriate uses of technology related to CCSD curricula and state standards.
6. Guide the learning process toward achievement of curriculum goals.
7. Facilitate a site technology planning committee.
8. Organize and manage site technology resources and materials.
9. Submit and track work orders to Technology and Information Systems Services (TISS).
10. Serve as a level one support in maintaining the site network for educational purposes.
11. Implement school policy regarding the management and use of computer lab facilities.

12. Implement technology by working effectively with administration, classroom teachers, and support staff.
13. Maintain accurate and complete records as required by law and district policy.
14. Communicate with the District and the school concerning technology activities.
15. Advise and instruct teachers and administrators regarding hardware and software purchases, upgrades, and current technology resources.
16. Serve as level one support for computers, software, and their interface with school-based technology.
17. Maintain and improve professional competence.
18. Communicate effectively both written and orally.
19. Perform other job-related duties as assigned by principal.

**POSITION REQUIREMENTS:**

Education and Training:

Bachelor's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education.
2. Certified in relevant subject area.

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

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability, and shall extend to working conditions, training, promotion, and terms and conditions of employment.