

**Computer Science Instructor/Technician**  
**Job Description (see component descriptions below)**

Please return all cover letters/resumes to [mark.inglis@scienceandtech.org](mailto:mark.inglis@scienceandtech.org).

**Position Goal:**

Provide quality education for students in the field of computer science and facilitate staff in the use of technology to further student learning

This position will

- Teach
  1. 12<sup>th</sup> grade computer programming class.
  2. computer/technology related electives
  3. intro to computer to 9<sup>th</sup> grade
- Will take the lead, with team support, in maintaining schools 500+ laptops,
  1. intake and distribution of laptops
  2. managing external warranty & repair vendor,
  3. create, manage computer hard drive images
- Work with DSST technology staff as needed to support the technology program of DSST.
- Build programs to involve students in school technology.

**Terms:**

Full time; 12 month position; Salary Negotiable; full benefits;

**The ideal candidate will:**

1. Be a self starter
2. Be a team player
3. Embrace DSST's overall goals and approach to learning
4. Believe in DSST's Core Values
5. Communicate well
6. Love learning and engage in their own ongoing training and education
7. Assist in providing and implementing creative solutions for improving school technology use.
8. Be flexible.

**Some Support tasks may be involved:**

1. Assist in providing training and support for school staff & students.
2. Train and assist school staff and students to use hardware and software efficiently.
3. Assist in providing tech support for students and staff.

**Relevant Experience:**

• Minimum of one computer language • Multiple languages helpful • Java, C, C+, C++, C# • HTML • XML • Flash • Linux • Apache • MySQL

This is a young program & course of study at a nationally recognized, cutting edge high school. The community is focused, committed and creative. PLEASE ONLY APPLY IF you are excited about this position and committed to high expectations, diversity, our core values and seeing this program and our students succeed.

Visit our website for more info: [scienceandtech.org](http://scienceandtech.org).

## **Technology Technician**

### **Job Description**

The DSST Technician takes the lead, working in conjunction with the Technology Staff, to ensure the integrity, viability and availability of DSST's laptop assets. This position includes the following responsibilities:

- Receives damaged and non-functional laptops and peripheral equipment, processes it
- In cooperation with the Director of Technology, manages DSST's relationship with warranty and repair vendors.
- Documents all equipment and maintains records of the location of the hundreds of thousands of dollars worth of assets
- Works to improve the state of DSST's equipment and processes
- Trains, supports and helps teachers troubleshoot and use technology to further student learning and to support school administrative functions.
- Recommends and assists in the purchase of appropriate educational hardware and software to further the learning goals of the school.
- Takes the lead in the areas of software and hardware installation, set up, and maintenance on student and staff laptops.
- Assists the ongoing implementation and maintenance of school information systems.
- Continually seeks ways to involve students in the implementation and maintenance of school-wide technology.

### **Other Responsibilities**

- Takes a leadership role in supporting the school's mission and vision at a level appropriate to being a member of the school's support team.
- Works to make DSST's Technology Team an effective, collaborative and constructive part of DSST's community
- Helps with other supervisory responsibilities where needed.
- Performs other related duties assigned by the Director of Technology and Head of School.

## **General DSST Teacher Job Description**

### **Job Description**

The Denver School of Science and Technology (DSST) prepares students to enter, succeed in, and graduate from outstanding colleges and universities. DSST is committed to providing an intentionally diverse student body an outstanding liberal arts education with a focus on science and technology.

Teachers hold primary responsibility for the implementation and development of DSST's curriculum and success of its students. Teachers play an integral role as leaders in the school community.

### ***Overview***

- Demonstrate a relentless drive to improve the minds and lives of students in and out of school
- To model the school's core values with colleagues, students, parents, and larger community

- To reinforce the school's core values, guiding philosophy, rules, and school spirit consistently throughout the school environment and support and hold accountable colleagues in doing the same.

### ***Classroom Teaching***

- To teach assigned classes in the specified subject area and elective courses
- Exhibit mastery and enthusiasm for the assigned academic subjects and classes;
- To plan and implement an appropriately focused and balanced curriculum for each student which adhere to the school's curriculum and standards.
- To prepare and develop activities, materials and lessons to meet the learning objectives (skills and content) of the curriculum and standards.
  - To develop and maintain a well-managed classroom where 100% of the students are engaged, consistently challenged, and supported. Classroom policies should be consistent with school policies.
  - To integrate technology into daily classroom teaching and student learning.
  - To decorate classrooms appropriately and to keep it neat and presentable.
  - Engage families in their children's education and to communicate regularly and effectively with students and families.

### ***Curriculum and Assessment***

- To assist in the on-going development of the department's curriculum and core performance standards.
- To provide weekly lesson plans for review by the Head of School. To submit homework test/quiz/project assignments, graded student samples and grade book for review by the administration when requested.
- Implement a variety of assessments that measure progress towards academic standards
- Use assessment data to refine curriculum and instructional practices to help meet the school's performance standards and expectations
- To provide a written progress report and report card three times a year for each child.
- To inform colleagues and the Head of School of any academic or personal difficulties that arises with students.
- To appropriately prepare students for testing and implement the school's internal and external assessment program.

### ***School Life***

- To reinforce the school's core values and policies inside and outside the classroom.
- To fulfill assigned supervisory duties before and after school and to help monitor the hallways during the day.
- To perform as an advisor to a group of advisees by overseeing their academic and student life. This responsibility includes taking attendance, holding regular conferences, meeting with advisee's parents and communicating with student and parent regularly, leading reading circles, overseeing student advisee digital portfolios, and overseeing advisory competition activities.
- To share responsibilities for participating, organizing, and directing morning meetings, assemblies, student events, and school events.
- To plan, prepare and lead club/athletic activities when requested.

### ***Professional Development***

- To devote the necessary time and energy required to master the craft of teaching. To be open to innovative approaches to teaching, feedback from colleagues and school administration.
- To actively participate in the school's professional development programs which may include creating a faculty portfolio, peer coaching, and attending conferences and workshops.

### ***Other Professional Responsibilities***

- To participate actively in the school's faculty meetings, team meetings and department meetings.
- To arrive at school by 7:45 a.m. for the morning staff meeting and stay until daily responsibilities are fulfilled.
- To be punctual to all professional obligations
- To conduct oneself and dress in a professional manner.
- To complete all other responsibilities deemed appropriate by the Head of School to help the school achieve its goals.