EDGEWOOD HIGH SCHOOL
OF THE SACRED HEART

Job Description

Position/Title	Computer Science Teacher
Department	Computer Science
Reports To	Principal
Type of Position and Time Commitment	This is a 40-60% time position for the 2022-23 school year. Work hours are Monday through Friday between 7:30 a.m. to 3:30 p.m. during the school term (mid-August through the end of May). Additional attendance will be required at in-service days, retreats, student orientation days, grading days, finals week, faculty & departmental meetings, Edgewood in the Community, Back-to-School Night, New Student Induction, Graduation, open houses, Parent/Student/Teacher Conferences, and Registration Day.
Purpose	Edgewood High School is seeking a qualified Computer Science teacher to build a computer science department for the 2022 - 2023 school year.. The computer science courses include Computer Science 1, Computer Science 2, and AP Computer Science Principles.
Key Tasks and Responsibilities	• Demonstrate breadth of knowledge in computer science and a willingness to expand knowledge in disciplinary studies. • Show interest in professional growth and learning by actively seeking professional development and/or educational opportunities • Actively collaborate with colleagues on best teaching practices emphasizing authentic, relevant learning, refining curriculum, establishing skill-based assessments, and building student relationships • Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning. • Establish and communicate clear objectives for all learning activities. • Use relevant technology to support and differentiate instruction. • Manage student behavior in the classroom by clear communication of relevant learning targets, routines and procedures, establishing strong relationships with students, and building an environment of respect and rapport. • Assess student learning in class and on submitted work, responding to student confusion, offering multiple opportunities to progress toward mastery of standards, and providing meaningful, actionable feedback on work. • Encourage and monitor the progress of individual students and use information to adjust teaching strategies. • Maintain accurate and complete records of students' progress and development. • Update all necessary records accurately and completely as required for accreditation and school policies. • Participate in department, school, administration, and parent meetings. • Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs. • Prepare classroom for class activities. • Provide a variety of learning materials and resources for use in educational activities. • Observe and evaluate student's performance and development. • Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds. • Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails. • Participate in appropriate professional activities. • Supervision as homeroom assistant, commons, study hall, or hall monitoring. • Other duties as assigned.

Physical Demands	Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.
Skills, Knowledge and Abilities	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: • B.A/B.S degree in teaching from an accredited institution or related field teaching • Wisconsin State certification in teaching in the appropriate subject area. • Ability to establish and maintain cooperative and effective working relationships with others. • Ability to communicate effectively orally and in writing. • Must have the ability and proven ability to report to work on a regular and punctual basis. • Perform all other related work delegated or required to accomplish the objectives of the total school program. • Knowledge and implementation of relevant technology. • Meet professional teacher education requirements of school, state, and Dominican Order. • This job operates in a professional school environment, which routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. • Competencies include: student-centered commitment to teaching, communication proficiency, decision making, personal effectiveness/credibility, stress management/composure, learning orientation, time management, and reliable attendance.

Mission Statement

Edgewood High School is a Catholic high school that educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.

Please email or mail resume and cover letter to:
Edgewood High School of the Sacred Heart
Attn: Human Resources
2219 Monroe Street
Madison, WI 53711
HR@edgewoodhs.org

Edgewood High School is an Equal Opportunity Employer.