



Dorado Academy

MS / HS Computer Teacher

Location: Dorado Academy, Dorado, PR

Department: MS/HS School

Position Type: Full-Time

Start Date: TBD

About the Role:

The main functions of a computer teacher include planning and delivering lessons on technological skills and their integration into the curriculum, promoting responsible internet use, developing instructional materials, evaluating student progress, and providing technological support to other teachers.

Key Responsibilities:

Plan and develop instructional programs in computer science and information technologies, adapted to middle and high school levels.

- Teach theoretical and practical classes on computer skills, productivity software, programming, cybersecurity, and other relevant areas.
- Assess students' progress and performance through exams, practical work, and projects.
- Supervise student behavior.
- Foster critical thinking, problem-solving skills, and ethics in the use of technology.
- Develop appropriate instructional materials.
- Keep the curriculum updated according to technological advances and educational policies.
- Supervise and maintain classroom equipment and technological resources in good condition.
- Promote an inclusive, motivating, and safe learning environment.
- Coordinate extracurricular activities related to technology and computing.
- Collaborate with other teachers and administrative staff to integrate technology into the overall curriculum.
- Comply with policies, rules, and regulations of the educational system and the school.
- Participate in professional development activities and ongoing training.
- Promote responsible and ethical use of technology among students.

Eligibility Criteria:

- Bachelor's degree in Computer Science or a related field with one or more years of experience.
- Teaching certification from the Puerto Rico Department of Education.
- Continuing education courses to stay current with technological advances and educational software.
- Ability to design and implement innovative pedagogical strategies.
- Knowledge of operating systems, programming, networks, and productivity tools.
- Effective communication and interpersonal skills.
- Organizational and planning skills for educational activities.

- Verbal and written proficiency in English.
- Knowledge of computer literacy.
- Leadership - teachers are strong leaders, able to maintain virtual classroom discipline and successfully guide students through lesson plans.
- Motivational skills – teachers use motivational skills and strategies to encourage students to learn and keep engaged in their own education.
- Communication skills – teachers have strong verbal and written communication skills to instruct and educate students, grade written work, and deliver reports to parents.
- Computer skills – because of the internet-based nature of the job, have excellent computer skills and can work with multiple types of computers, peripheral, and software programs.
- Analytical skills – teachers use analytical skills to evaluate student work and ongoing student progress