

## **Job Title: Part Time High School Computer Teacher**

Bishop Hoffman Catholic School: St. Joseph's Central Catholic High (BHCS:SJCC) is seeking a High School Computer Teacher for the 2024-2025 school year.

### **Qualifications:**

- Bachelor's degree from an accredited college or university or valid Ohio teaching certificate. Master's preferred.
- A strong passion for teaching computer literacy to students.
- Compassionate and understanding with excellent communication and interpersonal skills.

### **Responsibilities:**

- Plan lessons and activities/projects that facilitate students' acquisition of basic and advanced computer skills.
- Stay up to date on changes and advancements in computer technology taught in the classroom.
- Instruct in a way that builds confidence in students' abilities.
- Track progress and positively communicate students' advancement throughout the course.
- Align assessment with instructional goals appropriate to the needs of each student.
- Establish classroom rules and procedures and be consistent with implementation.
- Participate in school events and participate as a chaperone when required.
- Attend meetings, staff training, conferences, and other ongoing learning programs.
- Perform supervisory or other duties as assigned.

All candidates for this position must electronically submit a letter of interest, resume and list of reference contacts to: Loretta Coil, Principal at [lcoil@bishop-hoffman.net](mailto:lcoil@bishop-hoffman.net).