# PAMBE GHANA

## JOB OPPORTUNITY!!

## COMPUTER LITERACY TEACHER IN LA'ANGUM LEARNING CENTRE

### APPLICATION DEADLINE:  5TH APRIL, 2018

*"The end depends on the beginning"*

**LOCATION:**    Bumboazio, East Mamprusi District, Northern Region

**JOB PURPOSE:**    The Computer Literacy Teacher will design and implement an engaging learning programme for primary one to six students to learn basic computer technology skills, knowledge, and competencies that will integrate and enhance learning in all areas of the classroom curriculum.

## REQUIRED QUALIFICATIONS & COMPETENCES

The ideal candidate shall
1. Have a Diploma in basic education (DBE) OR High National Diploma (HND) from an accredited educational institution.
2. Have at least two years teaching experience in Computer Technology at the basic school level.
3. Demonstrate ability to provide learning experiences on computer technology to students of varying levels and abilities.
4. Have passion and commitment for teaching and learning with children.
5. Be conscientious, responsible and resourceful.
6. Demonstrate good communication skills, both orally and in writing
7. Have ability to live, work and thrive in a rural setting.

**YOU WILL FIND THE FULL JOB DESCRIPTION AT PAMBEGHANA.ORG/CAREERS.**

If you have the drive and commitment to make young learners computer literate, then  email your application to aliceiddig@gmail.com  by April 5th, 2018. Your application should **include:** 1) a letter of interest, 2) a current resume, with three references and 3) copies of any professional certificates.

### APPLICATION DEADLINE:  5TH APRIL, 2018

**P.O. Box 47, Gamboge, Northern Region, Ghana**
**Telephone: +233 (0)24 5095457  ·  +233 (0)20 976 8250**
**Email: aliceiddig@gmail.com**
**Website: www.pambeghana.org**

# COMPUTER LITERACY TEACHER JOB DESCRIPTION

## "The end depends on the beginning"

**The La'angum Learning Center, also known as La'angum Primary School,** is located in Bumboazio, a village in the East Mamprusi District of the Northern Region. It is a community school, supported by PAMBE Ghana, a U.S.-based not-for-profit organization.  The curriculum is based on the Montessori Method of education.  Our mission is to create a school community that inspires children to realize their full potential, in a safe and nurturing environment.  We strive for educational excellence for our students and staff, in a climate that fosters inclusion, dignity and respect. At LLC we have a deep belief in the ability of ALL students to learn.

## Computer Literacy Teacher Job Summary

We are seeking a talented and resourceful Computer Literacy **Teacher** who has the ability to inspire and support our young students to become literate in computer technology. The computer teacher will help the students to develop basic knowledge, skills and competencies. The successful candidate will join a successful, well-established team.  You will have the opportunity to collaborate with your peers and share best practice in teaching and learning.

**Location:**     Village of Bumboazio, East Mamprusi District

**Accountable to:**    The Programme Director

## Duties and Responsibilities of the Computer Literacy Teacher

### 1.  The learning Environment:

The Computer Literacy Teacher shall:
- Make sure the computer laboratory is a dynamic, welcoming and safe learning environment at all times;
- Clean and perform preventive maintenance on hardware, software and other peripheral equipment and materials to ensure they are in good working condition;
- Make backups, and restore files in the event of a malfunction;
- Maintain an inventory of equipment and supplies, and records of software licenses and other records
- Maintain a log of hardware and software problems and make follow up in a timely manner.
- Troubleshoot computer malfunctions as necessary
- Prepare an annual computer lab order that includes appropriate software, replacement parts and other materials, in consultation with the Programme Director

## 2. Teaching and Learning:

The Computer Literacy Teacher shall

- Plan instruction that is consistent with the mission, core values and standards of the school.
- Design learning objectives and activities to increase students' knowledge and understanding of basic computer operations and usage.
- Engage students through hands-on experiences that reinforce the fun of learning and enables struggling students to thrive.
- Coordinate and collaborate with class teachers to integrate areas of the curriculum in the computer laboratory lessons.
- Provide students with hands-on practice sessions and experiences to enable them build their knowledge, skills and competencies in basic computer technology and usage
- Monitor activities and behaviour of students to ensure their safety, as well as adherence to appropriate conduct in the computer laboratory.
- Develop schedules in collaboration with classroom teachers to ensure that all students and teachers have equitable access to and support in computer laboratory.
- Monitor and assess students' performance towards learning objectives, and improve learning outcomes.
- Help teachers at different competency levels to improve their ability to use computer technology for themselves and their students.
- Respond adequately, and in a timely manner, to technical questions from teachers and students.

## 3. As Member of the PAMBE Ghana La'angum School:

The Computer Literacy Teacher shall

- Actively participate in school, community, and cultural activities including parent/teacher conferences and orientations, staff meetings, curriculum development and extra or co-curricular activities.
- Consistently apply policies in the school, including classroom management, health and safety, and equal opportunities policies.
- Promote and maintain the highest standards in all aspects of work in the school.


## REQUIRED QUALIFICATIONS

- DBE, teaching certificate or HND from an accredited educational institution.
- At least two-years teaching experience at the basic school level

## 1. Essential skills, knowledge and experience:

The Computer Literacy Teacher must have experience in or demonstrate ability to

- Work with children, individually and in groups effectively;
- Guide and support students of varying ages, levels and abilities.
- Operate computer hardware, software, and peripheral equipment effectively
- Work with Microsoft Office applications (e.g. word, excel, outlook) and other applications, as well as the Internet
- Work with minimum supervision
- Communicate clearly and concisely, both orally and in writing
- Read, interpret and follow written instructions,
- Live, work and thrive in a rural setting.

## 2. Personal Qualities

- Passion and commitment for teaching and learning with children
- Conscientious, responsible and resourceful.
- Flexible, able to adapt and cope with change
- Has excellent interpersonal communication skills
- Be a team player with energy, enthusiasm and perseverance