

Position Title: Secondary Computer Literacy, Graphic Design, and Yearbook Teacher

Reports To:

Building Principal

Position Summary:

The Computer Literacy, Graphic Design, and Yearbook Teacher is responsible for providing engaging, standards-based instruction that develops students' digital literacy, creativity, and technical skills. This teacher will guide students in understanding digital citizenship, design principles, and multimedia production while overseeing the creation and publication of the school yearbook. The role combines classroom instruction with hands-on project management and collaboration across the school community.

Essential Duties and Responsibilities:

- **Instructional Responsibilities**

- Develop and implement engaging lessons aligned with state and district standards in computer literacy, graphic design, and digital media.
- Teach students to use productivity tools (e.g., word processing, spreadsheets, presentations) and graphic design software (e.g., Adobe Creative Suite, Canva, or similar).
- Instruct students in digital citizenship, online safety, and responsible technology use.
- Differentiate instruction to meet the needs of diverse learners and promote equitable access to technology.

- **Yearbook and Design Production**

- Serve as the advisor for the school yearbook, guiding students through the design, layout, writing, photography, and publication process.
- Coordinate with staff, students, and the community to gather content, meet publication deadlines, and ensure a high-quality final product.
- Manage yearbook sales, advertising, and budget in collaboration with the office and administration.

- **Professional and Collaborative Responsibilities**

- Maintain accurate records of student progress and grades.
- Communicate effectively with students, parents, and colleagues.
- Collaborate with other staff to support school-wide technology initiatives and media projects.
- Supervise students during classroom and extracurricular activities.
- Stay current on emerging technologies, software, and best practices in digital education.

Qualifications:

- **Education:** Bachelor's degree in Education, Computer Science, Graphic Design, or a related field.
- **Certification:** Valid state teaching license with an endorsement in Business/Technology, CTE, or related area (or ability to obtain).

- **Experience:**

- Experience teaching or working with secondary students is preferred.
- Experience with design software (Adobe InDesign, Photoshop, Illustrator, or similar) required.
- Experience advising a yearbook or similar publication strongly preferred.

Knowledge, Skills, and Abilities:

- Strong understanding of digital tools, media design, and publishing processes.
- Ability to manage complex, long-term projects with student teams.
- Excellent organizational, communication, and problem-solving skills.
- Commitment to fostering creativity, collaboration, and ethical technology use.
- Ability to integrate technology into instruction to enhance learning outcomes.