Saint Boniface School
COMPUTER & STEM SPECIALIST
Position Description

The computer specialist will complete duties as directed by the principal. These duties include but are not limited to the following:

Instruction:
The computer specialist will
- Use technology to promote learning, creativity, and collaboration.
- Organize, plan, and implement instruction in keyboarding, general computer knowledge, and STEM for all students
- Instruct students following the approved computer curriculum
- Attend professional development to enhance computer and STEM literacy and knowledge
- Plan, develop, and instruct STEM lessons
- Deliver STEM-oriented instruction through project-based learning methods.

Other Duties:
The computer specialist will:
- supervise students from 7:30 AM-8:25 AM in the school entryway
- supervise students at 2:45 PM-3:00 PM in the end-of-day pick-up line
- Other duties assigned by the principal