



JOB DESCRIPTION

IT TEACHER – NATIONAL SECTION

POSITION DETAILS

SCHOOL:	Lagoa	DEPARTAMENT:	National Section
REPORTS TO:	Sciences Department Coordinator	REPORTS/ TEAM:	N/A

JOB PURPOSE

The Information and Technology Teacher of the National Section is responsible for preparing the students in terms of knowledge and behaviour for the next phase of their academic and personal development and excel in the exams. He/she is responsible for teaching the Portuguese program of Information and Technology assuring that the students are interested and have an excellent performance in the subject

KEY PERFORMANCE AREAS

TEACHING	<ul style="list-style-type: none">• Teach the Portuguese program of Information and Technology using appropriate pedagogic methods and techniques;• Plan and organize curricular and extra-curricular activities in order to maintain the interest of the students in the subject;• Prepare the students in terms of knowledge and behavior to excel in the exams;• Prepare the students for the next phase of their academic development;• Represent the Company in curricular and extra-curricular activities.
ADMINISTRATIVE	<ul style="list-style-type: none">• Plan the classes and exercises with particular attention to the complexity of subjects and audience;• Attends, staff and parents, meetings and elaborates detailed reports of the students;• Elaborates and keep records of legal documents regarding his students.
<ul style="list-style-type: none">• Other activities that could fit in the area of Teaching	

JOB REQUIREMENTS

MANDATORY	<ul style="list-style-type: none">• Graduate in an area that allows him to work as a teacher in the Portuguese system;• Graduate in Information and Technology;• Minimum 2 years of teaching experience;
PREFERENCIAL	<ul style="list-style-type: none">• Experience in International Schools;• Good knowledge of English.

COMPETENCES

TECHNICAL	<ul style="list-style-type: none">• Academic and pedagogic methods and techniques;• Knowledge of IT tools: Excel, Word, PowerPoint.
GENERIC	<ul style="list-style-type: none">• Strong relationship building skills, communication skills and flexibility;• Time Management;• Conflict management;