

Information Technology Fundamentals Job Description

King George High School
(540)775-3535 ext. 2212

Email: hrobison@kges.k12.va.us
Office hours: 9:00 to 10:26

Website: <http://robisoncte.edublogs.org>

RESPONSIBILITIES:

Come to class prepared every day, complete assignments as requested, and do your best on unit test.

OTHER DUTIES:

Include "Other duties as assigned" to cover unforeseen responsibilities.

REQUIRED QUALIFICATIONS:

Complete assignments as requested by teacher to the best of your ability

HOURS PER DAY:

1.5 hours per week day

COMPENSATION:

The grade you earn and your teachers respect.

Classroom Job Descriptions & Responsibilities:

Information Technology Fundamentals:

Introduces the essential skills needed for students to pursue specialized programs leading to technical and professional careers and certifications in the IT industry. Students have an opportunity to investigate career opportunities in four major IT areas: Information Services and Support, Network Systems, Programming and Software Development, and Interactive Media. The focus of the IT Fundamentals course is on introducing skills related to information technology basics, Internet fundamentals, network systems, computer maintenance, upgrading, troubleshooting, computer applications, programming, graphics, Web page design, and interactive media. Students explore ethical issues related to computers and Internet technology and develop teamwork and communication skills that will enhance their employability.

- **Be Courteous-** Start the class with a "Greeting". Remain Courteous to one another regardless of personal difficulties or disagreements.
- **Communication-** Use an indoor voice. Be polite & respectful. Complaints or Personal issues should be handled with the proper Supervisor (eg. Nurse/ Guidance office, Main office/etc.) during appropriate scheduled time.
- **Active Listing-** Block external distracting thoughts, with non-verbal cues. Allow colleagues/peers to finish their statement without interjection or interruption.
- **Appropriate Conduct-** Leave Personal lives at home. No Personal Phone Calls/No texting; visits, or computer use. Dress appropriately, and No Inappropriate language.
- **Accountability –** Be Punctual & Prepare for work (notebook/pencil). Handle delegated responsibility (Complete assignments). Use Honesty & Integrity of owning up to his/her mistakes.

Other Duties:

- Homework, Student Activates, join in FBLA activities, Discuss current subjects with family for real life applications, using FLEX when more help is needed, Volunteering and etc.

Desired Skills

- Build Teamwork skills AND able to work independently
- Integration of your previous & current knowledge such as Math, Language Arts, and Social Studies content skills.
- Show Initiative and self-motivation, creativity and flexibility.
- Practice Presentation skills, - Computer, oral and written.
- Able to work Monday - Friday, between 7:30- 2:00.
- September 2, 2014- January 28, 2015 minimum 7.5 hrs./ week

Materials needed

- Three ring binder at least 2 inches
- Pen and or pencils
- Headphones
- Thumb drive

Optional

- Kleenex
- Ream of paper

Compensation

A - F Grade/ Based Your Effort & Dedication to Accomplishing your Educational Goals.

I have reviewed, understand and agree that I have the qualification to be successful in the Information Technology Fundamentals

X _____ x _____ / /
Print Name Signature Date

Information Technology Fundamentals Course STUDENT APPLICATION

PERSON INFORMATION

Recorded information about an identifiable individual that may include his or her name, address, email address, phone number, race, nationality, ethnicity, origin, color, religious or political beliefs, age and other specific information about that person.

EMERGENCY CONTACT

If there is never an accident or mishap the current and correct information of someone else who will act in your best interest should be on file.

EMAIL ADDRESS

Is electronic mail that has become common form of communication for personal, professional, and business sectors. Each King George High School student has an email account through the school. It is your student number @kgcs.k12.va.us

Personal Information			
First Name	Middle Initial	Last Name	Nickname
Birthday			
	Month	Day	Year
Grade Level	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Don't Know		
Cell phone number		Email Address	

Emergency Contact			
			@
First Name		Last Name	Email Address
Contact Numbers	Cell	() -	
	Other	() -	
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other _____		

Experience			
Please enter information about your current or previous High School classes...			
Typing		<input type="checkbox"/> NA	/ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Course Title		Month/ Year Passed/Certification
Intro to Business and Marketing		<input type="checkbox"/> NA	/ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Course Title		Month/Year Passed/Certification
Computer Information Systems		<input type="checkbox"/> NA	/
	Course Title		Month/Year Certifications passed
FBLA Member			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Year(s) member		Want to join a committee

Community Service			
Volunteer Service		<input type="checkbox"/> NA	/ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Organization		Month/ Year Currently Involved

90 Day Calendar Fall Semester

November							December							January							February						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29					

March							April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5							1	2	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

-  K-12 1/2 Day for Students, 1/2 TWPD (Teacher Work/Professional Day)
-  1/2 Day for Students and Teachers
-  New Teacher TWPD
-  Student Holiday TWPD
-  Student/ Staff Holiday
-  8/24/2015 School Starts
-  Graduation 6/4/2016

Should the school year fall below the required instructional days or hours, the difference will be made by converting the following non-school days to school days: January 19, and February 15.

2015-2016 Grading Period for 9-12			
	Interim Report	End of Six Weeks	Report Card
	September 14	October 5	October 9
	October 26	November 18	November 24
	December 14	Jan 15	Jan 22
	February 9	March 2	March 8
	March 23	April 20	April 26
	May 11	June 3	Mailed

CLASS RESOURCES

The curriculum is aligned with the 2009 Virginia Standards of Learning. Daily assignments can be found on teacher website.

The Class resources are listed below:

IT Fundamentals

- Computer Literacy Basics 4E.

Student responsibility

- Students are expected to have read the class material prior to coming into the class.
- Class period will be used to ask questions and complete assignments.