

JOB DESCRIPTION

Job Title: Primary Teacher-Computer

Reports to: Principal

Role Overview:

To teach computer education to primary-grade students using age-appropriate, activity-based methods, while building strong digital literacy, responsible technology use and foundational computing skills in alignment with CBSE guidelines.

Brief of Duties and responsibilities: -

- Plan and deliver engaging computer lessons as per the primary curriculum and CBSE guidelines
- Teach basic computer concepts, digital tools and introductory coding (where applicable)
- Conduct practical sessions in the computer lab ensuring student participation and safety
- Develop age-appropriate learning materials, worksheets and hands-on activities
- Develop logical thinking and problem solving through simple activities and games
- Integrate computer learning with other subjects (art-integrated and inter disciplinary learning)
- Conduct useful projects such as making presentations, posters and digital story-telling
- Collaborate and encourage class teachers to integrate IT into classroom learning
- Support school wants, exhibitions, assemblies and digital presentations
- Assess student learning through practical work, class activities and simple evaluations
- Promote digital citizenship, cyber safety and ethical use of technology
- Maintain discipline and effective classroom management in the computer lab
- Coordinate with the Computer Lab Assistant for smooth lab operations
- Maintain student progress records and share feedback with parents when required
- Participate in curriculum planning, trainings, meeting, and school events
- Follow school policies, CBSE norms and child protection guidelines

Qualifications & Experience: -

-Educational:

- Graduation in Computer Science / IT / BCA / B.Sc. (Computer Science)
- B.Ed. or equivalent teacher training preferred

-Experience: Minimum 2–4 years of teaching Computer at primary level in a reputed CBSE school.

-Key Skills & Competencies:

- Strong subject knowledge and child-friendly teaching approach
- Ability to simplify technical concepts for young learners
- Classroom and lab management skills
- Basic troubleshooting and coordination skills
- Effective communication with students, parents, and colleagues

Selection Process

-Application & Screening: -Shortlisting based on resume, qualifications and relevant experience.

-Written Test: - Evaluation of subject knowledge, teaching aptitude, language proficiency, and general English.

-Demonstration Class: - Assessment of teaching methodology, subject command, classroom engagement and communication skills.

-Personal Interview: - Discussion on educational philosophy, approach to teaching and alignment with school values and ethos.