

Performance Charter

Lusaka International Community School
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Position:	ICT Teacher Secondary	Date:	06.10.2009
Incumbent:	Mulenga Nkhata		
Report to:	Secondary Principal and ICT Coordinator		

Mission

To develop, deliver and monitor the ICT curriculum in the Secondary School and to uphold the ICT Code of Conduct. To assess student achievement and support cross curricula links.

Subjects		Required Performance
1.	Education	<ul style="list-style-type: none"> Teaching degree with ICT specialism or Bachelors degree (equivalent) with PGCE Proven classroom experience in Secondary School IGCSE or equivalent examination experience
2.	Available Tools	<ul style="list-style-type: none"> Latest infrastructure in the ICT laboratory Secondary Fully equipped ICT workplace and visualization for teaching Up to date server, backup and Internet facilities for teaching and training purposes Cambridge Teacher's Website for IGCSE ICT curriculum documentation
3.	Basic Functions	
3.1	Qualities	<ul style="list-style-type: none"> Good communicator Educator and motivator Disciplinary attitude with secondary students Pro-active Ability to help train staff Willingness to work long hours Minimum 5 years experience in teaching ICT, if possible in an international school or overseas Proven skills of working in a multi-cultural setup Ability to be flexible in regards to the cross-curricula needs of the secondary school To be able to differentiate in teaching methods to suit mixed ability classes Respectful communication skills with clients and colleagues Technical expertise Extensive/very good knowledge of all Microsoft applications MS Office Professional 2007/2008 (Word, Excel, Power Point, Access, Publisher) and good knowledge of MS Server 2003ff
3.2	Organization	Working in close cooperation with the following staff members: <ul style="list-style-type: none"> Secondary Principal ICT Technician LICS Teachers in Secondary School Business Manager General Manager (see also organogram)
3.3	Working Areas	<ul style="list-style-type: none"> Delivery of the Secondary School ICT curriculum Enforcement of the ICT Code of Conduct Initiate and create cross-curricular links in curriculum development Differentiate in teaching styles and create and provide enrichment programmes Coordinate with the Primary ICT teacher



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3.4	Assessed Performance	<ul style="list-style-type: none"> Formal appraisal from ICT Coordinator and Secondary Principal Unofficial monitoring through the school year by the Secondary Principal
4.	Special Tasks/Goals	<ul style="list-style-type: none"> Curriculum development and cross - curricular linking of ICT into all subjects Development of ICT for Secondary to ensure optimal support for teaching and learning with appropriate facilities and tools Development of appropriate assessment tools Development of an enrichment programme for early finishers and gifted students
5.	Enclosure	<ul style="list-style-type: none"> Organogram
6.	Comments	<p>This a picture of the ICT laboratory Secondary after completion in Agust 2009. Total investement; 50'000 USD</p> 