



Prestonwood Christian Academy

Job Description

Position: **Technology Teacher/Instructional Technologist**
 Reports to: **North Campus Principal**
 Classification: **Exempt**

Mission: To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony.
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Teaching Duties and Responsibilities:

- Contribute to school system's effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals; modifying plans on the basis of student diagnostic and assessment procedures
- Convey information to students by using language concepts, examples, demonstrations, and teaching aids through such best practices utilizing the integration of technology with subject matter
- Complete educational requirements by scheduling and assigning instructional activities; following up on results
- Assess student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; evaluating application of learning to classroom project results
- Maintain student-learning results by providing instructional feedback; coaching; counseling, and disciplining students; planning, monitoring, and appraising learning results
- Maintain records by documenting learning accomplishments, attendance, and behavior
- Guide students' personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and on the playground
- Help parents by providing academic information; suggesting available educational and social resources; addressing parents' concerns; answering questions and requests
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Conserve resources by using equipment and supplies as needed to accomplish educational results
- Assist Principal with staff duties as assigned

Technologist General Duties and Responsibilities:

- Assist classroom teachers in planning for effective implementation of curriculum to ensure that technology is used effectively to meet student needs
- Demonstrate on a regular basis the use of technology in the general classroom to improve teaching and learning, as well as in the technology lab(s)

- Provide sustained, in-depth professional development for instructional staff which focuses on the integration of technology and curriculum
- Encourage learning activities that take advantage of computer networking capabilities, i.e., using and creating Internet resources
- Develop and implement a monitoring process for the use of instructional technology, to ensure that resources and activities enhance rigorous academic content and the school's mission
- Make continuous improvements in key processes, techniques, and procedures related to the instructional technology program
- Provide frequent feedback to staff members and administrators regarding instructional technology
- Continually search for, evaluate, and implement use of new instructional resources including software, web sites and long-distance learning opportunities
- Participate in collaborative processes to develop school improvement plans and technology plans
- Assist in orienting new staff
- Develop and continually improve professional skills appropriate to job assignment
- Provide first-response support for lesson plans that require instructional technology

Qualifications: State issued Teacher's Certification in area of assignments
Bachelor's degree in education and/or equivalent required subject hours

Physical, Environmental and Mental Requirements

- Regularly standing and walking around the classroom lecturing and monitoring students
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to students, parents and other workers
- Ability to communicate effectively, even in stressful situations
- Primarily inside, classroom environment but occasional outside duties required for carpool, field trips, student events, etc.
- Periodically required to stoop, reach, push and pull objects for various reasons
- Occasional lifting of 10 to 20 pounds
- Subject to frequent interruptions and frequent deadlines