

Prestonwood Christian Academy
Job Description

Division: Prestonwood Christian Academy: Upper School
Department: Communication Arts and Technology
Working Title: Film, Broadcasting and Technology Teacher
Supervisor: Upper School Principal and Director of Communication Arts

PRESTONWOOD CHRISTIAN ACADEMY

Prestonwood Christian Academy provides engaging and creative learning, combined with a structured and caring environment, as well as, teaching from a biblical worldview. Our degreed and experienced teachers partner with parents and aspire to provide the foundation for future PCA graduates attaining: *a fear and respect for God, a strong work ethic with an eternal perspective, a rigorous intellectual path resulting in a biblical worldview, a critical thinking mind and mastery of multiple curriculum objectives, as well as a demonstration of the love of Christ to all people.*

PCA offers a nurturing environment where every child is challenged to meet their full potential as they are introduced to the world of ideas. Classrooms provide an active, vibrant atmosphere where learning is fun and teachers meet each child's individual learning needs. Small groups and differentiated instruction contribute significantly to the quality of our academic program. Comprised of an administrative team, quality teachers and support personnel, PCA provides excellent language arts, math, science, social studies, Bible and fine arts programs which integrate a broad liberal arts curriculum, enabling students to develop meaningful connections and an understanding of concepts and traditional disciplines in light of God's world.

Overview of the Position

We are searching for a Film and Broadcasting teacher passionate about storytelling through film and broadcasting, who has experience in all levels of production. Applicant must show proficiency in physical production, producing and execution, postproduction, screenwriting and directing. Instructor will be responsible for Upper School Film and Broadcasting I, II, III and Middle School Film and Broadcasting elective along with possible Technology courses that may consist of Computer Applications, Programming, Desktop Publishing or any other related courses. Participation on weekends and after school for student web series and broadcasting football games, Film Festival and other student coaching situation are required. This position works closely with the faculty of PowerPoint, a ministry of Prestonwood Baptist Church, and the Communication Arts Director to train students in live production and broadcast.

Responsibilities of the Position

Teaching Duties and Responsibilities:

- 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 technology
- 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 classes
- 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
- Knowledge in the area of Computer Science and programming

Film/Broadcast General Duties and Responsibilities:

- Proficiency in all levels of production and be familiar with digital cameras, lighting, sound equipment and nonlinear editing software
- Evidence of successful creative work in film/digital production
- Ability to work and communicate effectively with a wide and culturally diverse range of students, staff, colleagues and community
- Strong organization skills
- Develop and continually improve professional skills appropriate to job assignment
- Passionate about storytelling through film and broadcasting
- Experience in all levels of production
- Weekends and after school for student web series, broadcasting football games, Film Festival and student coaching required

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
- 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

Qualifications for the Position:

- State issued Teacher's Certification in area of assignment
- Bachelor's degree in education and/or equivalent required subject hours
- Experience in film and broadcasting