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| Job Title: | K-12 Computer Teacher | Job Category: | Faculty |
| Level/Salary Range: | Commensurate with experience | Position Type: | Full-time Exempt 10 Months |
| Reports To: | Headmaster | Start Date: | August 2017 for 2017-2018 Academic Year |

Job Description

Role and Responsibilities

The K-12 Computer Teacher will have experience and be comfortable teaching basic computer literacy and usage, computer science, programming and typing skills. This teacher must also be comfortable teaching Microsoft Office, Programming and Web Design at the high school level. It is expected that the teacher will:

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God-our standard for faith and practice.
- Believe and actively support the school’s statement of faith (attached).
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God’s biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

- Hold a Bachelor’s degree in from an accredited postsecondary institution. A degree in Computer Science or a related field is preferred.
- A minimum of three years computer/IT experience.
- Hold an ACSI certificate or willing to participate in a program to complete the requirements for certification in a specified time period.
- Minimum of one to two years teaching prior teaching experience preferred.
- Possess proficiency in Microsoft Office Suite and Microsoft Office, and accessing the internet, web design and programming languages.

Essential Job Functions: Accountabilities

Spiritual Leadership

- Motivate students to accept God’s gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Work with the administration and staff to address the spiritual formation needs of the students.

Academic Leadership:

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Integrate biblical principles and the Christians worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of Ren Web Student Information System.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Respond to crisis situations, such as altercations, illness/death, and suspected child abuse and mandatory Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent complaints and to parent requests for the help of information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops and conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Provide a good learning environment by keeping proper disciplines in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotions, staff meetings, and parent/teacher fellowship meetings.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.



Other Responsibilities

- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-the year school closing process, such as inventory of textbooks, furniture and equipment.
- Perform other duties as assigned by the Headmaster.

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| Reviewed By: | Jason Burrell | Date: | 3/29/17 |
| Approved By: | Jason Burrell | Date: | 3/29/17 |
| Last Updated By: | Anita Glover | Date/Time: | 3/29/17 |