



Job Description: Design and Technology Teacher

Position Title	Department	Reports to
K-3 Design and Technology Teacher	Lower School	Marja Brandon
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 14, 2017

OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a balanced approach to learning in a diverse and inclusive environment for approximately 300 students in early childhood through 8th-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

We believe that students learn to their potential when they are inspired. With rich content and an emphasis on student-driven projects, students are empowered and encouraged to be active and engaged learners. Our teachers provide an education that is both challenging and supportive. They work to ensure that students become active and curious learners – and are both local and global citizens fully prepared for future endeavors and challenges.

Woodland School’s faculty embodies the values of academic excellence, a diverse and authentic community, and strong character building. We focus on character building because it takes both strength of mind and heart to live with integrity, to find one’s passions, and to create meaningful change in the world.

Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by introducing them to the latest knowledge and best practice in pedagogy, curriculum development, educational technology, and student assessment.

POSITION OVERVIEW

Woodland School seeks an inspiring and nurturing **Part-Time** Design and Technology teacher. Design Technology is using creativity and innovation and incorporates a hands-on, problem- solving approach that unlocks students’ creativity and fosters critical thinking, empowering them with twenty-first century skills and the mindset to achieve success across all areas of the curriculum and their lives. Students gain core competency in basic design thinking and have increased opportunity to expand their technology aptitude through exposure to robotics, programming, 3-D CAD modeling, and maker skills. Woodland School encourages students to engage with technology to improve their learning, prepare them for the future, and enhance their lives.

Through the technology program, Woodland students establish design thinking skills, learning “how to think” and become more resourceful, experimental, collaborative, and empathetic. This advanced thinking enables them to approach challenges with a more critical eye and makes them better learners in all areas of study. The technology engagement at Woodland becomes more intricate and sophisticated as students advance through lower school and middle school.

POSITION SPECIFICS

Woodland School expects that a Design and Technology teacher will adhere to the following duties as part of their daily responsibilities.

- Meets and instructs assigned students in the locations and at the time designated.
- Implements a program that has been developed by the head of the Design and Technology department that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned, and shows written evidence of preparation upon request of Director of the Design and Technology department and/or the Head of School.
- Encourages students to set and maintain high standards of classroom behavior and achievement.
- Guides the learning process toward the achievement of curriculum standards and establishes clear objectives which reflect these standards for all lessons, units, and projects.
- Employs a variety of instructional techniques and instructional media.
- Implements the school's mission, philosophy of education and instructional standards and objectives.
- Assesses and documents the accomplishments of students on a regular basis and provides progress reports as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law and school policy.
- Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, maintaining order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Strives to maintain and improve professional competence especially as relates to the specific assignment and student grade and subject area appropriateness.
- Attends staff meetings and serves on staff committees if needed.
- Establishes and maintains open lines of communication with students, colleagues, and parents concerning both the broad academic and behavioral progress of assigned students.
- Performs such other related tasks and assumes such other related responsibilities as may from time to time be assigned by the Director of the Design and Technology department and/or the Head of School.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Be a role model for students, inspiring them to be actively interested in Design and Technology.
- Set expectations for students in relation to standards of achievement and the quality of learning.
- Ensuring a high quality learning environment within the Design and Technology area.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

The Design and Technology teacher must be qualified to teach lower school design and technology and is equally committed to working in a highly collaborative, diverse environment.

In addition:

- Bachelor's degree in education, a teaching certificate or credential or equivalent professional experience which would which would translate to successful classroom teaching. Advanced degree preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents. Excellent verbal and written communication skills are required.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

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