

Reports to: Director of Academics

General Qualifications:

1. Evidence a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Master's degree in Instructional Technology preferred.
4. Minimum of 3 years' experience in educational technology, preferred.
5. Evidence strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:

The ideal candidate will:

1. Plan and Facilitate Teaching and Learning:
 - a. Collaborate with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology
 - b. Model the integration of technology in all curriculum areas
 - c. Facilitate school participation in technology programs and activities
 - d. In cooperation with principal and director of academics, conduct staff development in the areas of technology integration
 - e. Collaborate with the principal and director of academics to provide leadership in the school's use of instructional technology resources to enhance learning
 - f. Follow a plan for professional development and actively seek out opportunities to grow professionally
2. Plan and Facilitate Information Access and Delivery:
 - a. Implement best practices related to technology use in the school program based on research
 - b. Work with the principal and school leadership team to provide access to technology resources and services of the technology facilitator at point of need
 - c. Work with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
 - d. Assist with planning the design of the technology infrastructure so that information resources are continually available to the school community
 - e. Adhere to and communicate copyright, as well as other laws and guidelines, pertaining to the distribution and ethical use of all resources
 - f. Assist in maintaining hardware, software, and network infrastructure
3. Plan and Facilitate Program Administration:
 - a. Conduct ongoing evaluation of hardware and software technologies
 - b. Provide leadership and collaborate with the Technology Steering Committee to develop, implement, and update a school instructional technology plan aligned with the school-wide technology plan
 - c. Collaborate with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals
 - d. Lead in the ongoing evaluation of the effectiveness of the instructional technology program
 - e. Carry out non-instructional duties as assigned and/or as needed to ensure student safety
4. Teach Lower School Technology Classes

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence a teachable spirit and general willingness to learn and grow.
3. Evidence strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.