

Job Description Technology Integration and Innovation Lab Teacher (sample schedule below)

Responsible to: Director of Educational Programs, Technology and Innovative Learning

Hours: Full time (Schedule below)

Position Purpose: Provide vision and leadership in developing and implementing information technology initiatives in support of the school's curriculum and strategic goals. Direct and manage the innovation lab under the guidance of the Director of Educational Programs, Technology and Innovative Learning. Teach computer science lessons to students; coach faculty and staff with technology training. This position will aid teachers with their portal pages as well as communication through social media. To carry out faithfully all the responsibilities of a Christian enrichment teacher as described in the Christ Church School mission. The Technology Integration and Innovation Lab Teacher reports to the Director of Educational Programs, Technology and Innovative Learning and is responsible for technology integration and managing the iLab at the school.

Mission Statement

Christ Church School serves as an outreach ministry which emphasizes academic excellence and nurtures the spiritual, physical, cultural and social development of students in a compassionate, disciplined Christian environment.

Qualifications

- BA/BS or MA/MS in the field of technology, education or leadership
- Gifted endorsement preferred
- Current teacher certification in the State of Florida preferred
- Teaching experience, primary/elementary grades preferred
- Independent school experience preferred
- Highly effective communicator, both spoken and in print/electronic media, who is comfortable speaking and listening to the full spectrum of school stakeholders
- Demonstrate ability to interact with parents, students and teachers effectively
- Caring about children, within and beyond the school
- Welcomes the perspectives of the entire CCS community
- Excellent interpersonal, communication and organizational skills
- Teacher leader with integrity, high moral standards and charisma who is people-oriented and truly welcomes the perspectives of the entire CCS community
- Demonstrate a strong knowledge and understanding of multi-modality learning, technology integration, operations and educational integration
- Exhibits a creative approach to problem solving
- Firm commitment to current educational trends, technology and professional development
- A teacher leader who is committed to expanding the horizons of education technology as set forth by the International Society for Technology in Education Standards for Teachers (see attached)

Christian Commitment as CCS employees or personnel

- Demonstrate love for God and students
- Demonstrate Christian professional competence and vision
- Build Christian community within and outside the school
- Attend a church whose teaching agrees with the statement of beliefs of this school and CCUM

General Description

- Support the school and its leadership
- Oversee the iLab, equipment, materials, technology, and mobile devices
- Lead instructional faculty and staff to provide technological expertise with optimizing the integration and use of technologies and educational resources to support technology-rich teaching and student learning
- Work closely with the Director of Educational Programs, Technology and Innovative Learning to facilitate the integration of technology into the curriculum
- Lead, organize, teach and coach Robotics teams (additional salary compensation).

- Support social media efforts along with the Director of Communications, this includes posting on fb, twitter, Instagram, website and overseeing homeroom (time allotted in weekly schedule)
- Provide support to faculty with training for online grading program and Rediker content management system
- Collaborating as a team player with teaching colleagues & administrators
- Partnering with parents, communicating effectively and frequently with them
- Marketing the school by a willingness to showcase teaching, technology, and innovation
- Attend and support school activities
- Commit to ongoing professional development (fully funded by the school)
- Learn and assist teachers with integrating technology into the classroom, as changing pedagogy dictates
- Maintain congruency between the school's board-approved mission statement and all academic activities
- Serve as a member of Strategic Planning committees to assist with the strategic plan
- Represent the school at various regional, state, and national associations
- Support the oversight and implementations of the school's brand platform
- To perform other duties as assigned by the head of school

Required Related Knowledge, Skills and Abilities

- Knowledge and understanding of the gifted learner
- Knowledge and understanding of STEAM approach. Maker Movement and project-based education
- Knowledge and understanding of research based best practice in education
- Knowledge and understanding of formative, summative and standardized assessment
- Skilled oral and written communicator
- Skilled in the use of computers, other electronic media, software and web-based applications
- Skilled in time management, ability to organize, coordinate meetings and establishing priorities
- Able to work effectively with all sectors of the school community
- Ability to develop and deliver presentations, conduct workshops, and other training sessions
- Demonstrates an understanding of current curriculum, teaching methods, research and best practices for the ongoing improvement of the educational program and school operations

Essential job functions

- Create teaching presentations, videos, handouts or training manuals to assist teachers with technology tool use
- Perform other duties as assigned by the Director of Educational Programs, Technology and Innovative Learning
- Coach faculty and staff with technology integration, on-going, may include push in classroom instruction
- Respond to parent inquiries regarding the school's computer science program
- Showcase educational technology projects
- Teach and prepare technology lessons for PK4 – fifth grade students
- Assist teachers with design and/or updating of grade level pages
- Assist Director of Student life with Broadcasting efforts and morning announcements
- Hold and schedule meetings (when needed), maintain records of such meetings, and to provide minutes of the meetings to the Head of School
- Utilizes appropriate and ongoing methods and tools for collecting data to inform school improvement.

Physical Activities

- Stooping, kneeling, reaching, walking, lifting, fingertip work, talking and hearing.

Physical Requirements

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual Acuity

- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

Environmental Factors

- The worker is subject to both environmental conditions: Activities occur inside and outside.

Computer Science/iLab Schedule Hours M-F 7:50am – 3:30pm

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
7:50	Arrivals	Arrivals	Arrivals	Arrivals	Arrivals	
8:15		8:15 - 9:15		8:15 - 9:15		
8:30	8:30 Planning/Prep Possible Teacher Training Collaboration	Record Morning Announcements	8:30 Planning/Prep Possible Teacher Training Collaboration	Record Morning Announcements	8:30 Planning/Prep Possible Teacher Training Collaboration	
8:45						
9:00		9:15 - 1:30		9:15 - 1:30		9:15 - 1:30
9:15		Open Lab Time to collaborate Digital Design Teacher Director of Student Life		Open Lab Time to collaborate Director of Student Life Director of Communications		Open Lab Time to collaborate Director of Student Life Director of Communications
9:30						
9:45						
10:00	9:55 - 10:25 1 - Merriman Computer Science	Director of Communications	10:00-10:30 5 - Garippa Computer Science	Teachers extra time projects, maker activities, or other	10:00 - 10:20 PK4 - Crocco Computer Science	
10:15						
10:30	10:25 - 10:55 1 - Collier Computer Science	extra time projects, maker activities, or other			10:25 - 10:45 PK 4 - Molineros Computer Science	
10:45					10:50-11:10 PK4 - Baltali Computer Science	
11:00	11:00-11:40 Possible Lunch Duty			Weekly Meeting Director of Educational Programs, Technology, and Innovative Learning		
11:15					11:10-11:35 Lunch	
11:30	11:30-12:00 Lunch					11:35-12:05 K - Prine Computer Science
11:45						
12:00		12:00-12:30 Lunch	12:00-12:30 Lunch	12:00-12:30 Lunch	12:10-12:40 K - Sullivan Computer Science	
12:15						
12:30		Open Lab		Open Lab		
12:45						
1:00						12:50-1:20 2 - LaCasse Computer Science
1:05	1:05-1:35 4 - Gaus Computer Science				1:00-1:30 3 - Eckers Computer Science	
1:15						
1:30						
1:45	1:45-2:15 4-Walsh					

2:00	Computer Science				
2:15					
2:30			2:30-3:00 3 - Sallade Computer Science		2:20-2:50 2 - Hart Computer Science
2:45					
3:00					
3:15					
3:30					
4:30	Robotics Travel Team Practice Sept. 24- Dec. 20		Robotics Travel Team Practice Sept. 24- Dec. 20	Robotics Club Sept. 24- Dec. 20	