

POSITION DESCRIPTION: K-8 Media Teacher

Traders Point Christian Schools, Inc.

Primary responsibility: Serve as the school's K-8 media teacher. Providing media (technology, research, etc.) instruction to all assigned students in a manner that is effective, appropriate, and fitting with the mission of Traders Point Christian Academy.

Reports to: Elementary/Middle School Principal

POSITION GOAL

The goal of this position is to support Traders Point Christian Academy's mission to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and transformed life in Jesus Christ.

QUALIFICATIONS***Educational and Experience Requirements:***

- Current Indiana teaching license in related field preferred
- Degree/Experience in technology or teaching, preferably a combination of degree and experience in both.
- Experience in an instructional setting.
- Experience with Google Apps for Education (G Suite)
- Excellent inter-personal skills and strong organizational skills.
- Knowledge of Mac and Windows instructional platforms.
- Knowledge of computer operations and network environments using a variety of software applications and hardware.
- Strong digital literacy skills

Qualifying Characteristics:

The teacher is a Christian with an authentic and a mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education. The ideal teacher must have the desire to work closely and nurture a positive relationship with students, teachers, parents, staff, school administrators and community members. The teacher must demonstrate respect for all students and community members. The ability to exercise good judgment, set a good example and comply with school standards is a must as well as the ability to deal with sensitive and confidential issues in a tactful and professional manner. Must be able to address concerns and offer suggestions in an appropriate and confidential manner.

RESPONSIBILITIES

- Teach regularly scheduled Digital Citizenship classes to students in 7th and 8th grade and will introduce Digital Citizenship concepts to 5th and 6th grade.
- Attend ongoing professional development opportunities (some may be scheduled during the summer months)
- Provide classroom technology integration professional development for K-12 teachers in partnership with Principals and Director of Technology Integration.
- Meet on a regular basis with the Director of Technology Integration for support and direction.
- Lunch and dismissal duties may be assigned

Instructional responsibilities:

- Teach classes as assigned following prescribed scope and sequence and curriculum outline
- Prepare weekly lesson plans and submit to appropriate principal as required
 - Integrate Biblical principles and the Christian philosophy of education throughout the curriculum
 - Use a variety of teaching methods/techniques to meet the needs of various learning styles
 - Devise and carry out appropriate discipline plan for classroom
 - Maintain accurate grades for each student
 - Carry out special projects or serve on special task forces as assigned by the principal
 - Participate in the development and assessment of the School Improvement Plan
 - Participate in the selection of curriculum as outlined in school policy
 - Order appropriate materials/supplies for the next instructional year

Non-Instructional Responsibilities:

- Cooperate with Board and administration in implementing all policies, procedures, and directives governing the operation of school
- Maintain accurate attendance record as established by school policy
- Keep students, parents, and administration adequately informed of progress or deficiencies and give sufficient notice of failure
- Maintain the classroom in a clean, attractive, orderly manner
- Fulfill any extra-curricular assignments in an efficient manner (see other responsibilities)
- Attend special events of the school as deemed required by the school administration

Professional Responsibilities:

- Utilize educational opportunities and evaluation processes for professional
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growth

- Acquire and maintain ACSI certification within first year of employment
- Attend and participate in scheduled devotional, in-service, committee, faculty, and parent meetings
- Attend New Teacher Orientation and/or Teacher Orientation as appropriate
- Attend appropriate activities as explained in the Teacher Handbook
- Maintain open, positive communication with parents, administrators, and peers

Professional Learning Communities:

Traders Point Christian Academy is a Professional Learning Community (PLC) which is “an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. PLCs operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.” (allthingsplc.info/about)

Major elements of the PLC process include:

- A Focus on Learning
- A Collaborative Culture With a Focus on Learning for All
- Collective Inquiry Into Best Practice and Current Reality
- Action Orientation: Learning by Doing
- A Commitment to Continuous Improvement
- Results Orientation

Physical Requirements: Must be able to meet physical requirements of the position

Exempt Status: Exempt, salaried

Work Schedule: Academic Year

Revised March 29, 2017