

**POSITION DESCRIPTION: K-6 Media Teacher**

Traders Point Christian Schools, Inc.

*Primary responsibility:* Serve as the school's K-6 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 teacher is to provide a carefully planned regiment of learning experiences that are fully integrated with the Christian worldview. The primary focus of this position is to assure that each student receives the kind of instruction that grants knowledge, develops skills, and creates a Christian way of thinking. This person must work in harmony with the school principals and the Head of School at all times.

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

- Degree/Experience in technology or teaching, preferably a combination of degree and experience in both.
- Experience in an instructional setting.
- 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 including experience with Web 2.0 applications, Internet, digital citizenship, and basic hardware assistance.

***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

1. Live an exemplary lifestyle as described in the Faculty Handbook and the Employment Contract.
2. Follow the curriculum guide (including the scope and sequence) and integrate classroom content for the assigned age group in providing daily instruction.
3. Integrate the Christian worldview instruction as seen fit per assignment.
4. Maintain an orderly and well-disciplined classroom so that each student can learn without distraction while developing a self-disciplined life.
5. Follow the school wide grading system for monitoring student work and progress, including the communication of student progress to the appropriate administrator and parents.
6. Maintain a regular system of communication with his or her supervisor and parents that keep them informed of learning goals and classroom activities.
7. Follow school and other designated reporting procedures for health and safety related issues.
8. Meet on a regular basis with the Director of Technology Integration for support and direction.
9. Other Duties - During certain times of the day/week the media teacher will assist other grade levels in pulling students out and/or pushing into classrooms.
10. Greeting students in the morning (each day) and dismissal duties twice each week.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

### **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](http://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/ 5 days week

**DIRECT REPORTS:**

N/A

Revised December 2, 2014