

Part-Time Technology Teacher

Position: K-5 Technology Teacher **Department:** Technology

Status: Part-time position **Supervisor:** Elementary Principal

General Description/Purpose:

Serve as the school's K-5 technology teacher from March 12 – June 1, 2012. Providing technology instruction to all assigned students in a manner that is effective, appropriate, and fitting with the mission of Traders Point Christian Academy.

Duties:

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.

Qualifications:

- 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 computer skills including experience with basic office-type applications, keyboarding, internet, maintaining class website, and basic hardware assistance.

Work Requirements:

- 3.5 days per week minimum, based on a 5-day week (1/2 day AM Monday, all day Tuesday, Wednesday, and Thursday)
- Lunch duty on Thursday

Please send cover letter, resume, teacher application (<http://www.tpcs.org/employment.asp>), and transcripts to:

Traders Point Christian Academy
Attn: Shane Schaffer, Elementary Principal
6600 South Indianapolis Road
Whitestown, IN 46075