



Position Title:	Middle School Technology Teacher
Date Modified:	January 2022
FLSA Classification:	Exempt
Reports to:	Head of Middle School
Position Purpose:	Responsible for student instruction in Middle School technology courses with opportunities in computer usage, computer science, computer-based design, robotics, & programming. Design trimester courses and related unit plans for all technology-focused classes and provide accompanying student instruction, to advance student fluency and aptitude with computers.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Technology Teacher will develop problem-solving, logical reasoning, and flexible thinking skills with a focus on computing, design, and engineering concepts. This faculty member facilitates student growth in an environment that places people first, connects to the lives of students, serves all learners, promotes spiritual growth, and promotes wellness. This team member will focus on developing students' understanding of technology, computers and their usage, end-user proficiency, robotics, and ability to read and write code.

This team member will also serve as a Middle School advisor. In this role, the faculty member forms enduring personal relationships with advisees and families and serves as the nexus of communication between the home and the school.

Essential Functions and Tasks

- Serves as an Educator and works directly with the Head of Middle School to initiate, implement and oversee the day-to-day technology classes and programs.
- Serves as an advisor who comes to know advisees well and serves as a touchpoint for advisees and families throughout their MS experience.



- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner and to determine developmentally appropriate approaches for various groups of learners.
- Uses differentiated Instruction and a social-emotional approach to student engagement.
- Designs/Uses appropriate assessments for each student and maintains assessment records per middle school guidelines. Uses report cards and narrative summaries.
- Assists in maintaining teacher web pages following guidelines provided by the division, school administration, and the technology specialist.
- Works cooperatively with administration and curriculum specialists to promote and enhance vertical alignment of curriculum, K-12th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the technology department on the integration of technology throughout the curriculum.
- Works as a team player assisting co-workers, divisions, and departments as needed by the School.
- Ensures middle school facilities are ready for the start of school each day.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the middle school classroom.
- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Takes part in the Professional Growth and Evaluation Program, and enthusiastically takes part in professional growth opportunities.
- Well-versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and provides assistance by recommending revisions and updates to the School Handbook.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides academic guidance to students; serves as a student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.



- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the middle school administration, school specialists, and teacher colleagues to research curriculum best practices.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the use of The Responsive Classroom into daily student interaction.
- A professional who participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Knowledgeable about Veracross and/or other student management software.
- Completes various *Tasks* related to the *employee's yearly goals* and the school's long-range and strategic financial plan.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in computer science or education; Master's degree preferred.
- Experience teaching in an independent school environment is preferred
- Excellent verbal and written communications skills.
- A minimum of three years of teaching in an independent school environment is preferred and excellent verbal and written communications skills.



- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.
- Training in social-emotional learning/instruction; Responsive Classroom training required.
- Experience in researching instructional best-practices, specifically pertaining to Mind Brain and Education science research.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift up to 30 pounds.
- Visual acuity both near and far
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching