



ROLE DESCRIPTION

Elementary Technology and Media Center Assistant

ROLE SUMMARY

The Elementary Technology and Media Center Assistant will assist in the daily operation of the Media Center and the integration of classroom and instructional technology in the Elementary School. This faculty member will develop, implement, and coordinate elementary curriculum that is technology-assisted and cultivates technology skills.

QUALITIES AND RESPONSIBILITIES

Possess and Model a Growing Relationship with Christ

- Pursue full devotion to Christ and live a life that reflects that authenticity
- Model the fruits of the spirit in communications, relationships and daily work
- Demonstrate teachability and a willing heart for service
- Embody others-centered, servant-leadership in all interactions

Display a Commitment to Instructional Excellence

- Seamlessly and deliberately integrate Biblical truth and Christian values into curriculum and instruction
- Provide meaningful instructional techniques in the classroom to engage a variety of learning styles and promote critical thinking, communication, collaboration, and innovation
- Provide a learning environment and classroom management style built upon mutual respect and conducive to student learning

Demonstrate a Strong Ability to Work in a Collaborative Team

- Model effective instructional strategies using technology in a co-teaching environment
- Work with faculty and students to integrate instructional technology, media center resources, research skills, and digital citizenship into classroom curriculum and projects
- Coordinates with classroom instruction teachers and works to achieve WCA curriculum content standards, educational goals, and objectives
- Assess levels of teacher technology understanding and integration within the classroom, assist in coordinating training activities, and oversee program components to ensure compliance with WCA technology standards
- Participates in and supports Technology Department Steering Committee

EDUCATION, EXPERIENCE, AND REQUIRED COMPETENCIES

- Relevant degree or equivalent combination of education and experience
- Experience with educational technology required (e.g. LMS and gradebook systems)
- Proficiency in productivity software including, but not limited to, MS Office and Google Suite required
- Elementary and/or Middle School teaching experience preferred

HOURS PER WEEK: Full-time

SUPERVISOR: Elementary Principal