



TITLE: Technology Integration Teacher

STATUS: Full-time

CLASSIFICATION: Salary Exempt

REPORTS TO: Director of Technology and Innovation

CHRISTIAN COMMITMENT

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| <ul style="list-style-type: none"> • Exemplify the CCS Mission. • Demonstrate love for God. • Caring about students and families. • Show Christian professional competence and vision. | <ul style="list-style-type: none"> • Live and communicate according to biblical standards. • Build Christian community. • Remain an active member of a Christian Church. |
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MAIN PURPOSE OF THE POSITION

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

In the context of fulfilling the mission and vision of Christ Church School, the Technology Integration Teacher serves as a member of the Faculty and Staff with lead responsibility for Christ Church School's technology integration, computer science program, STEAM, and innovation. The Technology Integration teacher works closely under the direction of the Director of Technology and Innovation to facilitate the integration of technology into the curriculum. This position will lead instructional faculty and staff to provide technological expertise with optimizing the integration and use of technologies and educational resources to support technology-rich teaching and student learning. The Technology Integration Teacher envisions, plans, and executes all processes designed to grow and sustain a mission-serving school. They must be able to maintain a climate of confidentiality and collegiality. This is a full-time position working closely with the administrative team, faculty, and staff. Optimism and professionalism, as well as the capacity to communicate with a wide range of personalities and constituents, is required.

This individual seeks and develop positive relationships with other positions to ensure that interrelated initiatives meet the school's annual and longer-term objectives. The position requires grace in treating families with courtesy and tact. In the same way, a high "EQ" (emotional quotient) is needed. This person must reflect Christ Church School's warm, caring, peaceful, and child-centered orientation. This is a vital position in the school, requires an unwavering commitment to professionalism and a thorough and complete understanding of all school policies and crisis management protocol.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide vision and leadership in developing and implementing information technology initiatives in support of the school's curriculum and strategic goals.
- Direct and manage the innovation lab under the guidance of the Director of Technology and Innovation.
- Teach computer science, STEAM, and design thinking lessons to students in grades PK4 through grade 5.
- Aid teachers with their portal pages.
- Responsible for technology integration and managing the Innovation Lab (iLab) at the school.
- Oversee the iLab, equipment, materials, technology, and mobile devices.
- Lead, organize, teach, and coach Robotics teams (additional salary compensation).
- Support the faculty and staff with the school's internal photo library, Vidigami.
- Provide support to faculty with training for online grading program and Rediker content management system. Collaborating as a team player with teaching colleagues and administrators.

- Partnering with parents, communicating effectively and frequently with them.
 - Marketing the school by a willingness to showcase teaching, technology, and innovation.
 - Partner with the Director of Curriculum and Experiential Learning and faculty for Project Based Learning.
 - Learn, lead, coach, and assist teachers with integrating technology into the classroom, as changing pedagogy dictates this may include push in classroom instruction.
 - Create teaching presentations, videos, handouts, or training manuals to assist teachers with technology use.
 - Highlight educational technology projects.
 - Lead the broadcasting efforts and morning announcements.
 - Performs other duties as assigned by Head of School.
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OCCASIONAL DUTIES AND RESPONSIBILITIES

Occasional duties in this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

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| • Attends Enrichment Team Meetings. | • Attends Conferences. |
| • Attends School Functions, as needed. | • Attends Chapel. |
| • Before and After School coverage. | • Cover classes/substitute teach periodically. |
| • Attend Professional Development. | • Lunch and other duties. |
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SUPERVISORY RESPONSIBILITY

Faculty and Staff for technology integration and innovation.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work with a high degree of autonomy.
 - Unwavering commitment to communicate.
 - Aptitude to use excellent judgement and keep the school and its mission at the forefront of all decisions, especially in difficult situations.
 - Capacity to make unpopular decisions when needed.
 - Exceptional listening skills and lifelong learner mindset.
 - Apply a strong work ethic and customer-centric service mentality.
 - Embrace a sense of humor.
 - Proven organization and management skills.
 - Proficiency in Google Classroom, Learning Management Systems, Rediker ParentPlus Portals, Student Plus Portals, TeacherPlus Portals, Microsoft 365 Education, Microsoft Innovative Educator, SMART Learning Suite (SLS), SMART Boards, SeeSaw, Online Learning Resources, Outlook, and Excel.
 - Apply common sense understanding and to carry out instructions furnished in written or oral form.
 - Ascertain which people may need immediate assistance and to act accordingly.
 - Fluency in Spanish a plus.
 - Leader who is committed to expanding the horizons of education technology as set forth by the International Society for Technology in Education Standards for Administrators
 - Must be able to meet the physical and mental requirements of the position.
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EDUCATION AND EXPERIENCE

- Bachelor's degree and/or Master's degree in the field of technology or technology education required.
- Current teacher certification in the State of Florida preferred.
- Teaching experience required. Experience teaching preprimary and elementary grade preferred.
- Experience in an independent school preferred.
- Ability to interface and maintain effective relationships with students, faculty, administrators, parents, alumni, and guests.
- Professional written and verbal communication, organizational, and interpersonal skills.
- Proficiency in Microsoft Office required. Experience with G Suite preferred.
- Ability to handle multiple, simultaneous, and complex tasks and projects efficiently and effectively without constant supervision.

- Teacher leader with integrity, high moral standards and charisma who is people-oriented and truly welcomes the perspectives of the entire CCS community.
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RELATIONS WITH OTHERS

- Supervision (given) - Coordinating and directing the activities of one or more subordinates.
 - Supervision (received) - Independence of actions; authority to determine methods of operation.
 - Negotiating - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.
 - Communicating - Talking with and/or listening to and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.
 - Instructing - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations based on technical disciplines.
 - Interpersonal skills/Behaviors - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.
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SPECIALIZED OR TECHNICAL EDUCATIONAL REQUIREMENTS

- Ability to read, analyze, and interpret general business information.
 - Ability to organize and write reports and business correspondence.
 - Ability to effectively present information and respond to questions from managers, clients, and the general public.
 - Ability to work with mathematical concepts such as budget information.
 - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - Ability to solve practical problems. Ability to interpret a variety of instructions when furnished in written, oral, or schedule form.
 - Ability to examine and evaluate data. Presenting alternative actions in relation to the evaluation is frequently involved.
 - Ability to synthesize, combine, or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.
 - Ability to coordinate, determine time, place, and sequence of operations or action to be taken based on analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.
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PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and is required to talk and hear. The employee is frequently required to stand, sit, and walk. The employee may occasionally be required to reach with hands and arms. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Activities - Stooping, balancing, kneeling, crouching, feeling, walking, lifting, fingertip work, handling, reaching, talking, and hearing.
 - Physical Requirements - Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
 - Visual Acuity - Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
 - Environmental Factors - the worker is subject to both environmental conditions: activities occur inside and outside. Extreme heat and/or humid weather.
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WORK ENVIRONMENT AND HAZARDS

The work environment and hazard characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General office environment.

- Lighting is adequate.
- The temperature is regulated and moderate.
- Low likelihood of unavoidable hazardous conditions.
- Moderate noise.
- Moderate dust.
- Standard office equipment accessible.
- The employee is frequently exposed to communicable diseases.
- Proximity to moving, mechanical parts.
- Exposure to human body fluids.
- The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled customers, parents and/or family members.

The CCS team is expected to lead by whom they are and how they relate to others as much as the work they prepare and deliver. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to this position. "By signing below, I agree and understand that I must be able to perform each responsibility set forth above and attachments to continue my employment with the Organization."

Employee Signature: _____

Date: _____

Revised 3/15/2024