



BISHOP LYNCH HIGH SCHOOL

**Digital Design Teacher
Job Description
Employment Type: Part-Time
FLSA Status: Exempt**

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

A Technology and Business Teacher is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

SKILLS REQUIRED

Qualified candidates will be able to perform the following duties at an exemplary level:

- Effectively teach Digital Design and computer technology classes using results-driven methods
- Possess in-depth knowledge of Microsoft, Adobe software, Photoshop, and Canva
- Exemplify the core values of a Bishop Lynch faculty member: Faithful, Caring, Dedicated
- Exemplify a “team player” spirit with a positive attitude and strong work ethic
- Create and deliver engaging lessons to diverse groups of students at all levels
- Use relevant technology to support and differentiate instruction
- Promote enthusiasm for learning technology and business principles
- Demonstrate exceptional organization and classroom management skills
- Be a compassionate and confident leader
- Be flexible, adaptable, and open to new learning and growth



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JOB EXPECTATIONS

- Collaborate and work effectively with other members of the Technology and Business Department to analyze student assessment data and make curricular modifications accordingly to ensure student success
- Plan, prepare, and deliver lesson plans that facilitate active learning
- Develop lesson plans, class activities, homework, and assessments that are in accordance with established procedures and adhere to Bishop Lynch curriculum standards
- Manage student behavior in the classroom by establishing and enforcing rules and procedures in accordance with the rules of the Bishop Lynch Student Handbook
- Provide appropriate and timely feedback on student work by maintaining accurate and complete records of students' performance and growth
- Assign and grade class work, homework, tests, and other assignments
- Participate in department, school, and parent meetings
- Engage in ongoing professional development
- Establish and maintain effective communication with parents, students, administrators, and colleagues
- Complete all required reports, records, and documents in a timely manner
- Serve as a positive role model for students and support the school's mission statement
- Participate in extracurricular activities such as department service projects, social activities, sporting events, and student organizations as directed
- Participate in school liturgies and assemblies
- Actively support and embrace the house system by serving as a mentor or co-mentor
- Perform other duties as may be deemed necessary for the efficient operation of the Technology and Business Department and Bishop Lynch High School

QUALIFICATIONS

- A bachelor's degree and/or master's degree in technology education or related field
- Relevant teaching experience in a classroom, preferably in a Catholic school
- Demonstrated competency in the subject area with extensive knowledge of curriculum and instruction
- Desire to be held accountable for student academic growth and academic results
- Experience and interest in developing innovative uses of technology in the classroom
- Commitment to being a supportive, respectful, and energetic colleague
- Ability to instruct students and manage their behavior while maintaining a professional manner
- Ability to demonstrate poise, empathy, tact, and diplomacy
- Excellent oral and written communication skills
- Ability to discern among competing priorities, separating what is essential from what is non-essential
- Working knowledge or experience with Blackboard (or other LMS) is a plus

Qualified candidates should email resume to resume@bishoplynch.org.