Preschool and Lower School Enrichment Teacher (Technology)

The Academy of the Sacred Heart is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Description

The Preschool and Lower School Teacher, as a faculty member, is directly accountable to the Preschool & Lower School Division Head. S(he) works with the Division Head, Dean of Students, students, and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he) understands, embraces, and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues, and administration. S(he) agrees to fulfill the terms of the contract of employment.

Responsibities

- Works with the Division Head to execute responsibilities relating to the academic program: curriculum development and implementation, classroom management, student evaluation, grade reporting, and parent communication, and to execute responsibilities as outlined by the Division Head/Dean of Students and Department Chairs, which contribute to smooth department functioning.
    - Foster a warm, inclusive, and developmentally appropriate learning environment that promotes a positive and inclusive school culture and establishes a predictable and nurturing routine for students.
    - Align teaching and interactions with child development best practices and the school mission.
    - Communicate and collaborate with teachers, enrichment teachers, counselors, learning specialists, and parents to support student growth and development.
    - Utilize the most effective tools and evaluation processes in our educational practice
    - Design and implement engaging lessons aligned with school curriculum and standards.
    - Observe and document student progress in alignment with developmental benchmarks.
    - Utilize differentiated instruction to meet the diverse learning needs of students.
    - Integrate technology and innovative teaching strategies into instruction.
    - Work collaboratively with classroom and enrichment teachers to integrate Preschool and Lower School Global Education Competencies into the curriculum
    - Assess and track student progress using a variety of assessment tools.
    - Encourage critical thinking, creativity, and problem-solving.

- Works with the Division Head and Dean of Students to execute responsibilities relating to student life programs, student discipline, and facility use.
- Works with the Mater Campus Counselors and Learning Specialists to aid students in achieving the maximum development and growth, both within and beyond the classroom, achieved through observation of students' behavior and needs, consultation with the counselors, and referrals, when indicated.
- Attends and participates in the following: chapels, liturgical functions, retreats, faculty/department/in-service meetings, assemblies, parent assemblies, conferences, and other school functions, as requested.
- Maintains yearly participation in the professional development program (which includes opportunities for attendance at conferences, workshops, and educational meetings, and advanced degree coursework) and by regular reading of educational journals and discipline-related materials.
    - Engage in continuous professional development to stay current in early childhood and elementary education, engaging in reflection on actions and practices.
- Works with the Division Head to secure substitutes in the event of illness or other emergencies.

Additional Responsibilities

- Explore technology practices to achieve learning objectives. Stay current on best practices in technology by attending professional development and connecting with network schools.
- Advocate for digital technology that will enhance classroom learning
- Model for colleagues the use of new digital tools for learning
- Give students the tools needed to be responsible digital citizens
- Mentor students when it comes to intellectual property
- Collaborate with teachers to incorporate technology into the curriculum as well as teach students how to be collaborative learners.
- Design authentic learning activities that align with the standards and use digital tools and resources for deep learning

- Oversee Technology Curriculum including but not limited to:
    - Google Suite - students are taught the basics of Google Docs, Slides, Sheets, Forms, Classroom, and Keep
    - Coding - students are taught the fundamentals of coding such as loops, conditionals, sequencing, debugging etc., using Code.org and Scratch programming
    - Digital Citizenship - students learn the tools to be safe, responsible and respectful digital citizens using the iSafe Curriculum and Common Sense Media.
    - Multimedia Applications which include movie-making software, digital art, animation, ebook creation, online message board, etc.
    - Basics of Computer Aided Design (CAD) using Tinkercad software for 3D design and printing
    - Online Research using safe, age-appropriate search engines

    - Keyboarding
- Update content in the Enrichment Hub monthly to showcase teaching and learning
- Collaborate, plan for, and facilitate bi-monthly Third and Fourth Grade Club Period
- Research and write content, including tech documents, ebooks, and Tech Talk.
- Assist with Conference Care during Parent Teacher Conferences

Preferred Qualifications

- Certification in Elementary Education
- A master's degree in Elementary Education
- At least two years of teaching experience in a Preschool or Lower School classroom