

## Technology Teacher Job Description

New Life Christian School seeks a technology teacher for the 2024-2025 school year. The K-12 Technology Teacher will have experience and be comfortable teaching basic computer literacy and usage, computer science, programming, and typing skills. This teacher must also be comfortable teaching Microsoft Office, Programming, and Web Design at the high school level.

### Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support the school's statement of faith.
- Be a Christian role model in attitude, speech, and actions toward others.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation and be a Christian witness and role model to help them grow in their faith.
- Follow Mathew 18 principles when dealing with conflict with students, parents, staff, and administration.

### Professional Qualities

- Hold a Bachelor's degree from an accredited postsecondary institution. A degree in Computer Science or a related field is preferred.
- Hold an ACSI certificate or be willing to participate in a program to complete the certification requirements in a specified period.
- Possess proficiency in technology skills in Microsoft Office and Google Suite.

### Educational Qualities:

- Teach classes as assigned, following the prescribed scope and sequence as the administration schedules.
- Plan broadly through semester and quarterly plans and objectives, and more current through the FACTS Student Information System.
- Regularly assess students' learning and provide progress reports, as required.
- Provide an effective classroom management system.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Respond promptly to parent complaints and parent requests for help with information.
- Participate in formal and informal parent-teacher conferences.
- Know the procedures for dealing with emergencies in the classroom and school.
- Participate in continuous professional development through professional reading, college coursework, in-services, workshops, and conferences.



- Participate in beginning-of-year staff orientation, staff devotions, and staff meetings.

**Other Responsibilities**

- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-the-year school closing process, such as inventory of textbooks, furniture, and equipment.
- Perform other duties as assigned by the Administration.

**Physical Demands**

- The school is a multi-level facility, which requires the teacher to negotiate flights of stairs regularly and walk around the buildings and grounds for supervision.
- Candidates must be able to sit or stand for extended periods, operate office equipment with dexterity in their hands and fingers, and lift at least 25 pounds.
- Occasionally, the teacher must be able to work longer hours than a typical day for events such as back-to-school night, parent-teacher conferences, team meetings, open houses, graduation, or other evening meetings/functions.