

Christ Presbyterian Academy  
Instructor of Technology

**POSITION PURPOSE: Provide classroom instruction for grades 9-12 while also serving the Academy by assisting with general technology integration in the classroom.**

**DIRECT REPORT: Director of Instructional Technology**

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**POSITION OUTCOMES/EXPECTATIONS:**

**I. Professionalism:**

- Demonstrates professional demeanor and maintains appropriate boundaries
- Behaves in a professional manner at all times with colleagues, students, and parents. This extends to all written and oral communication.
- Serves school in some capacity in addition to teaching (i.e. coaching, club sponsor, teacher leader)
- Shares responsibility for grade-level and school-wide activities and takes part in after-school activities
- Develops a network of professional colleagues outside of CPA in content area

**II. Planning and Organization:**

- Knows the subject matter well and has clear understanding of child development and differentiated instruction for different learning styles
- Plans and designs units of instruction using Atlas so students will meet aligned course standards
- Assesses students using highly effective diagnostic, summative, and formative assessments
- Collaborates regularly with the Learning Services department regarding students with specific learning needs
- Organizes classroom furniture, materials, and displays to support unit and lesson goals
- Cooperates with all in-school systems of organization (i.e. use of test calendar, AM/PM, announcements, attendance, etc.)

**III. Classroom Management and Instruction**

- Incorporates the Christian worldview in all areas of instruction
- Advanced knowledge of computer programming with the ability to provide a wide range of computer course offerings such as introductory courses, programming, coding, gaming, web page and graphic design
- Incorporates innovative, appropriate use of technology to foster student learning in varying ways
- Clearly communicates and consistently enforces high standards for student behavior
- Is fair and respectful toward students and builds positive relationships
- Teaches routines and has students consistently maintain them
- Maximizes academic learning time through coherence, lesson momentum, and smooth transitions
- Consistently enforces school rules and uses demerit system effectively (at applicable grade levels)

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- Maintains behavioral control of students in the classroom – never leaves students unattended
- Shows students exactly what is expected by communicating essential questions and lesson goals
- Activates students' prior knowledge and hooks their interest in each unit of instruction
- Orchestrates effective strategies, materials, and classroom groupings to foster student learning
- Adapts lessons and units to exploit teachable moments and correct misunderstandings
- Utilizes entire instructional time well
- Assists with technology integration as needed and appropriate

**IV. Monitoring, Assessment, and Follow-Up**

- Communicates clear criteria for proficiency, including rubrics and examples of exemplar work
  - Frequently checks for understanding and gives students helpful feedback
  - Creates and implements multiple forms of assessments that are aligned to unit standards
  - Uses data from interim assessments to adjust teaching, re-teach, and follow up with unsuccessful students
  - Takes responsibility for students who are not succeeding and gives extra help while partnering with Learning Services for applicable students on a consistent basis
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**QUALIFICATIONS AND REQUIREMENTS:**

**I. Education, Certifications, and Experience:**

- Bachelor's Degree or higher in Computer Science or Computer Information Systems Field (Education Degree also accepted)
- 2-3 years experience in the computer science field
- Classroom teaching experience is highly valued
- A willingness to share Christian testimony and instruct others in the faith
- State teaching certification valued

**II. Technical Competencies and Skills**

- Advanced understanding of Programming and Coding
- Ability to support colleagues and students with general computer issues.
- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works effectively as part of a team
- Demonstrates strong work ethic to achieve academy goals
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended CPA computer applications (Word, Excel, PowerPoint/Keynote, email, Powerschool, Atlas)

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**III. Requirements**

- All employees must commit to performing his/her duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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**SIGNATURES AND APPROVALS**

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Employee Signature

Date

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Administrator Signature

Date