



AV Studio Assistant Teacher

Full Time

Supervisor: Director of Education Technology

Begin: August 20, 2016

In the AV Studio, students are able to explore their creativity with recording technology, art and music. From Preschool through 8th Grade, students have access to developmentally appropriate resources such as professional cameras, audio/video mixing equipment, and a green screen, with separate recording and editing spaces. Meeting with teachers to discuss their schedule and curriculum, the Director of Education Technology determines when use of the studio can be best integrated with projects. Students have the choice to work individually or collaboratively so that their work showcases their growing skills and capabilities, as well as their familiarity and mastery of advanced tools. We are looking for an AV Studio Assistant Teacher to help with these experiences for all students:

Specific duties include:

- Modeling an interest in being creative
- Ability to listen and respond thoughtfully
- Ability to work collaboratively
- Ability to take initiative in a support role
- Assist Director of Education Technology in classroom visits when necessary
- Willingness to organize special interest groups (i.e. elective for middle school students)
- Lead activities/lessons with groups of children from time to time
- Assist in project and classroom management with Director of Education Technology
- Maintain the momentum of projects in progress while the Director of Education Technology is out
- Help with research of digital resources
- Open to learning and supporting students with video editing
- Administrative duties:
 - AV Studio calendar management
 - AV Studio inventory management

- Video footage management and organization
- Other duties assigned by Director of Education Technology (i.e. substituting or covering classrooms across the three divisions as needed).

General duties include:

- Maintain confidentiality of students, parents, and school matters
- Adhere to school policies (e.g. reads/follows the Catherine Cook Faculty Handbook and contract)
- Contribute talents and ideas to the AV Studio and overall school community
- Participate in professional development
- Arrive on time for school and meetings - stay for occasional afterschool meetings

The applicant does not need to be an expert in audio visual arts or resources, however an interest in learning and collaboration is essential.

Qualifications:

BA required. Prefer candidates preparing for a career in teaching or newly credentialed teachers looking for dynamic and innovative experiences to enrich their skill set for their future classroom.

Qualified candidates can send a cover letter and resume to Brian Puerling: Director of Education Technology (bpuerling@ccookschool.org). Catherine Cook School is an equal opportunity employer.