

Title: Middle School Computer Studies Instructor/
Educational Technology Specialist
Classification: Salary; Exempt

Status: Full-time; 10 months
Reports to: Director of Educational Technology

JOB SUMMARY

The Middle School Computer Studies Instructor/Educational Technology Specialist is a full-time 10-month position and reports directly to the Director of Educational Technology. A major responsibility of the position is to provide and facilitate creative and innovative learning opportunities for 5th-8th grade students in a variety of technology-based courses in the Computer Studies Department. Additional responsibilities include the promotion, integration, training, and support of instructional technologies with students, faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Instruction Related Responsibilities

- Create a positive and structured learning environment with a high “excitement factor” so that students are motivated, inspired, and invested in technology learning.
- Plan and execute developmentally appropriate units and lessons to meet subject objectives in courses that cover a range of topics from fundamental technology skills needed in all subjects to advanced topics in computer science.
- Create student-centered learning environments that encourage inquiry, collaboration, productive failure, and risk taking.
- Differentiate instruction for students based on ability and/or interest.
- Research, develop, and prototype innovative technology and maker activities and projects with clear learning objectives tied to department competencies.
- Facilitate large and small group instruction in the Design Den.
- Manage and monitor student learning.
- Keep up-to-date on ever-changing technology--hardware and software--so the curriculum remains fresh and cutting edge (examples include but are not limited to Google’s G Suite; Adobe Creative Cloud; virtual reality; augmented reality; coding; 3D design and printing).
- Assist with the regular maintenance of tools, equipment, and supplies in the Design Den and general daily Design Den upkeep.
- Work and plan collaboratively with teaching team and department.
- Demonstrate a professional growth mindset, as evidenced by an up-to-date professional portfolio of projects and attendance at conferences, with regard to academic professional development and technical skill development.
- Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
- Conduct parent teacher conferences at scheduled intervals and on an as needed basis.
- Assist with extra-curricular activities as assigned.
- Coordinate with other instructors and administration to develop the total child.
- Adhere to Parish Episcopal “Characteristics of Effective Teaching.”
- Promote the school’s statement of mission and philosophy.
- Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
- Perform assigned duties such as carpool, lunch, and recess duties.

Non-Instructional Responsibilities:

- Assist faculty with the incorporation of technology into instruction with attention to the BYOD environment.
- Have a working knowledge of Blackbaud’s Education Management suite (ie the myPARISH portal), Google G Suite, Microsoft Office, and Adobe Creative Cloud.
- Provide training directly related to software applications and technology best practices for teaching and learning. Includes technology orientation for new employees.
- Effectively communicate technology learning resources, ideas, and best practices to faculty and staff.
- Provide written instructions for common technical tasks as needed.
- Provide technical support when needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
- Attends Chapel
- Attends Division Meetings
- Attends Department & Team Meetings
- Attends school events such as Middle School Night, Admission Open House, Field Trips/Class Trips

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- 3-5 years of teaching at the Middle School level, preferably in computer science

Job Knowledge, Skills, and Abilities:

Candidate must have knowledge and experience in using a hands-on and inquiry-based approach to teaching and learning with Middle School-aged students. Candidate must be comfortable with the use of technology and 21st century tools as instructional elements while promoting and supporting their use with students, faculty, and staff.

The candidate must possess a creative, energetic, and innovative spirit. He/she must be self-motivated and be willing to participate in ongoing professional development and independent learning to meet the necessary demands of the position. Candidate must have excellent communication and organizational skills. He/she must be able to collaborate with teachers to prepare and plan for appropriate instruction in the Design Den. The candidate must demonstrate enthusiasm, commitment, and dedication to the continued development of technology initiatives at Parish. Involvement in student life is an expectation of all teachers including, but not limited to, lunchroom and carpool duties and field trip/class trip participation.

WORKING ENVIRONMENT| PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom/Shop Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing

- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer & Machinery
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds

- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.
