

**Position Title:** P-8 Creativity Hub Teacher  
**FLSA Classification:** Exempt, 100%FTE, 10-month schedule of duties  
**Reports To:** Principal P-8  
**Position Purpose:** Position Purpose: The Creativity Hub Teacher is responsible for building and teaching a dynamic, hands-on and innovative program for all students in grades 1-8 in the school's maker's space and digital fabrication lab.

### Essential Functions

- Create a comprehensive 1-8 program that allows students to progress in their facility with the tools, instruments and principles of making, digital fabrication and design.
- Supervise, train and schedule teachers working in the Hub with their classes to enhance core subjects, lessons and projects.
- Teach the safe use of all Hub resources to students and teachers and maintain equipment (hand tools, woodworking equipment, 3D Printers, laser cutter, vacuum former, vinyl cutter, etc.).
- Supervise "open studio" hours for students in the Hub during non-teaching times (ex. recess, lunch and after school).
- Assist in maintaining budgets and reports that are relevant to the Hub.
- Lead relevant clubs and enrichment classes.
- Prepare and adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Prepare, administer, and grade assessments in order to evaluate student progress.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Perform other duties (recess, dismissal, etc.) as directed.

### Qualifications

- A clear commitment to the educational philosophy as articulated in the Goals and Criteria of a Sacred Heart education and professional behavior based on it. Commitment to equity and inclusion.
- A minimum of a Bachelor's degree with a teaching credential or demonstrated relevant experience establishing the same qualifications; candidates with Master's degree or post graduate work in subject matter are strongly preferred.
- A minimum of three years teaching experience in an independent school or relevant makers space environment.
- Strong knowledge and demonstrated experience with machinery and tools including but not limited to hand and power tools, woodworking equipment, 3D Printers, laser cutter, vacuum former, vinyl cutter.
- Obvious passion for hands on teaching, design work, and a demonstrated strong teaching ability.
- Experience with STEM, Design Thinking Process, Project Based Learning and/or guiding students in creatively solving "real world problems" is preferred.
- Excellent verbal and written skills, as well as outstanding interpersonal skills.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs.
- Excellent attendance and punctuality.

### Physical Requirements and Work Environment

- Works in a fast-paced and sometimes stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Ability to travel safely and comfortably across a 64 acre campus.
- Ability to regularly and safely lift up to 45 lbs. and crawl, bend, stoop, reach and sit on the floor.
- Work primarily in a traditional climate controlled classroom environment and regularly in outside weather conditions, including heat and cold typical to the Peninsula of the Bay Area.

### Employment

SHS offers competitive compensation and health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

### To Apply

Please apply via email by sending a cover letter and resume to [hr@shschools.org](mailto:hr@shschools.org) You MUST indicate **Creative Hub Teacher 2018-19** in the subject line of the e-mail. Please do not contact the Schools by phone or by unscheduled visit.

You may also choose to mail your materials to:

Sacred Heart Schools  
150 Valparaiso Avenue  
Atherton, CA 94027

Attention Human Resources: **Creative Hub Teacher 2018-19**

Submissions will be reviewed on a rolling basis and a pre-employment background screening is required for all positions.