

Ojai Valley School
Job Description

JOB TITLE: **Technology Teacher, Lower Campus**

Exempt (Y/N): Yes	SALARY LEVEL: Negotiable
SHIFT: As Scheduled	DIVISION: Faculty
LOCATION: Lower Campus	DEPARTMENT: Instructional
EMPLOYEE NAME:	SUPERVISOR: Gary Gartrell
PREPARED BY: Mike Mahon	DATE: TBD
APPROVED BY: Gary Gartrell	

Ojai Valley School is a pre-kindergarten to grade 12 boarding and day school located on two campuses in Ojai, California. The Lower Campus serves students in grades PK-8 and the Upper Campus serves students in grades 9-12.

Summary of Position

The **Technology Teacher**, under the supervision of the Head of School, Lower Campus, is responsible for maintaining, creating and delivering a 3rd-8th grade Technology curriculum and coordinating/supporting technology instruction in the elementary division. Proficiency in basic lab maintenance and experience delivering end-user support are desirable.

The person selected for this position will instruct 3rd-8th grade computer science coursework with a focus on basic office tools, Internet safety, web design, filmmaking, animation, coding, circuitry, robotics, 3D modeling, and other modern technology concepts. The curriculum will foster an innovative mindset while encouraging media savvy and responsible adoption of new technologies.

The ideal candidate has a degree in computer science or another technology-related field and/or has developed experience in a related field through demonstrated excellence. Experience delivering a computer science curriculum and knowledge of the best practices of educational technology are highly desirable. The candidate should also have experience developing and documenting new curriculum and providing basic desktop support. The candidate should be willing to develop familiarity with new technologies, and be willing to coordinate technological elements of various events and interdepartmental projects.

Ojai Valley School welcomes your interest in our employment opportunities. The school is an equal opportunity employer that values diversity and seeks individuals with exemplary character and skills. Preference will be given to individuals who have worked in or attended independent schools for at least two years, particularly in a boarding school environment, and who understand the independent school philosophy of educating the whole child in a homelike environment.

Essential Duties and Responsibilities of Technology Teacher

1. Instructs students (according to the requirements outlined in the job description for teachers in our Faculty Training Manual), in maintaining/creating an age appropriate technology curriculum
2. Develops a program consistent with the school philosophy, and coordinates with elementary and High school divisions.

3. Teaches 3rd -8th grade Technology Courses
4. Coordinates technology curriculum with elementary teachers and assists in teaching elementary courses.
5. Provides end user support to students and teachers
6. Instructs student body on Internet safety, permanence, and responsible use.
7. Coordinates technology for performances, special events, and interdepartmental projects.
8. Assists in database management for grades, comments, and scheduling
9. Coordinates training opportunities.
10. Generates and engages community enthusiasm for STEM programs at OVS.
11. Acts as designated spokesperson/advocate for promoting the role of technology in educating the whole child by creating partnerships within the school community.
12. Supports the school and its leadership.
13. Leads children, by example and otherwise, adhering to the guidelines of the school Course of Study and Faculty Training Manual.
14. Communicates with the administration, parents, and dorm parents regarding student progress.
15. Maintains a warm and positive environment in the classroom, while establishing and managing classroom rules and regulations.
16. Cares for and protects the safety of the students and is versed in emergency and disaster procedures.
17. Prepares course objectives and outlines for the Course of Study following curriculum guidelines, satisfying state and local requirements.
18. Accompanies classes to special events and school functions.
19. Communicates with parents, dorm parents, and administration on a regular basis.
20. Displays student work and progress.
21. Orients new students.
22. Teaches rules of conduct.
23. Prepares a presentation for an All-school assembly.
24. Maintains order and discipline in the classroom.
25. Counsels students and reviews grades on a continual basis.
26. Coordinates and contributes to class field trips.
27. Provides leadership with emergency and disaster procedures; is thoroughly advised and clear about role during emergency and disaster procedures.
28. Is a member of a weekend supervision team.
29. Gives instructions to children regarding desirable health and personal habits.
30. Provides after-school tutoring for students as needed.
31. Participate, as needed, in athletics, outdoor experiences with students and student advising.
32. Perform any other duties assigned by the Head of School.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Candidates for this position should hold at least a Bachelor's degree (B.A.) from four-year college

or university in the relevant subject area and have previous teaching experience in the relevant subject area is required. Teaching credential and experience with curriculum planning is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, students, or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate grades, and possesses basic skills to work with budgets.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Current CPR and First Aid preferred.
2. California Driver's License preferred.

OTHER SKILLS and ABILITIES:

1. Ability to use training and experience to teach children of all ages.
2. Enthusiasm, sense of humor, patience, and self-control.
3. Good character, integrity, and adaptability.
4. Ability to supervise children of all ages.
5. Ability to relate to one's peers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Ojai Valley School is an equal opportunity employer. *All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religions, sex, national origin, disability or veteran status.*

To submit your resume or for further assistance or information, please contact Sandy Bowers at ovsjobs@ovs.org.