



## K-12 Digital Arts/ Technology Teacher Job Description

**Mission:** At Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

**Primary Purpose:** To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment that promotes spiritual and academic growth; to motivate students to develop skills, attitudes, and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; to stay current with best practices in education which is relevant to the grade and/or subject being taught.

**Spiritual and Emotional Job Requirements:**

- A calling to Christian Education.
- Agrees and signs TBC Statement of Faith.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBC Statement of Faith.
- Graduation from a college or university which is recognized by ACSI.
- Hold an ACSI certification or be able to obtain one upon employment.
- Be familiar with Adobe, Google Suite, and Microsoft Application Software
- Be familiar with video editing
- Be familiar with using a 3D printer.
- Be familiar with website design.
- Be willing to obtain STEM certification.

**Supervisor:** Elementary Principal and Middle/High Principal.

**Personal Conduct:**

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in a professional manner at all times. Conduct self in word, deed, and attitude that are consistent with the current mission, philosophy, and goals of the school.
- All information regarding staff, children, and their families shall be kept strictly confidential.
- Maintains a professional image, and a neat and well-groomed appearance; wears a staff school badge.
- Report absence due to illness and emergencies to the Director of Education.
- Schedule vacation days in advance so that adequate backup and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy.
- Serve in the ministry as a team player striving for unity in spirit and action.
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, and not participating in gossip or public criticism of people, programs, or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and the community-at-large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative critical spirit. Take problems to the appropriate administrator as necessary.

### **Professional Development:**

- Maintain ACSI certification.
- Community CPR/First Aid certification.
- Fire Safety Training.
- Intruder Training.
- Upcoming Computer Technology Seminars

### **Essential Job Functions:**

Duties for the job include, but are not limited to:

- Promotes the spiritual aspect of TBCA by teaching from a biblical worldview that is evident in lesson planning and implementation, by encouraging students to have a personal relationship with Christ, encouraging a maturing of this relationship and by holding students accountable for Christian behaviors.
  - Teaches grade level/ subject(s) assigned by the Headmaster utilizing a course of study as set forth in the Curriculum Guide of TBCA.
  - Develops lesson plans, curriculum mapping, and other curriculum materials as directed by the Headmaster.
  - Teaches based on the standards designated by the TBCA Administration.
  - Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.
  - Utilizes the latest technology in the classroom.
  - Provides differentiated instruction as needed.
  - Translates lesson plans into learning experiences to best utilize the available time for instruction.
  - Obtain the appropriate director's approval before using media, materials, or speakers that are outside the approved curriculum.
  - Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
  - Satisfies requirements to obtain and maintain ACSI certification.
  - Maintains professional competence through in-service education activities provided by professional growth activities.
  - Participates in curriculum development and other professional committees for Academy accreditation.
  - Evaluate students' academic and spiritual growth, keep appropriate records, and prepare progress reports and report cards.
  - Completes paperwork including but not limited to the following:
    - Grade reports for permanent files.
    - Eligibility reports for athletes.
    - Inventories of classroom equipment/supplies/books.
    - End-of-year evaluation form.
    - Records of attendance.
    - Scope and sequence development.
    - Work necessary for ACSI & CogNA accreditation.
  - Communicates with parents through conferences and other means to discuss students' progress and interpret the Academy's program.
  - Creates an effective environment for learning through functional and attractive room décor; classroom and teacher's belongings should be neat and maintained properly. Report maintenance issues to appropriate personnel.
  - Supervises students in out-of-classroom activities during the school day.
  - Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as stated in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies.
- Attend and participate in the following:
- Morning devotions.

- Teacher's meetings.
- Evening programs.
- ACSI Convention.
- Parent Teacher Conferences.
- Other.
- Arrives and departs at the stated times in TBCA's teacher handbook unless time is approved in advance by the Headmaster.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.
- Provide classroom discipline that is consistent with the division rules as well as report to the parent and classroom teacher when needed (completing the appropriate documentation).
- Willingness and ability to participate in leading extra-curricular activities.

**Digital Arts Specific:**

- Develop the spiritual maturity of each student through integrating, applying, and communicating Biblical truth.
- Able to build fundamental computer knowledge.
- Able to teach and promote online safety.
- Able to prepare students to engage in competitions with NCCSA (North Carolina Christian School Association) in STEM competitions.
- Experience with Audio/Visual/Lighting (Preferred).
- Able to assist with student productions.
- Be able to teach AP Computer Science.
- Keep an inventory of technology used.
- Teach technology/digital arts classes for Kindergarten-12th grade students. Courses may include: basic computer skills, typing, coding, engineering, robotics, graphic design, Google Suite, & Adobe Photoshop.
- Inspire students by bringing digital arts/ technology to life

**Planning:**

- Assist with technology for
  - Academy Special Events.
- Coordinate lessons with elementary teachers for maximum impact.

**Physical Demands:**

- Able to interact (stoop, bend, crouch, lift, hold) on child's level.
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children.
- Able to physically and mentally react immediately to unexpected circumstances.
- Able to stand on feet for long periods, as much as 95% of the shift.

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Printed Name

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Signature

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Date