



## **Technology Instructor Job Description**

Thank you for your interest in joining the Pacific Christian School (PCS) staff. Every member plays a vital role in our mission to 'Reach the Heart and Teach the Mind' of every child at our school.

Basic job functions include, but are not limited to:

- Implement the Beyond Technology curriculum, including the lesson plans, projects, and assessments.
- Deliver group and individual instruction within established curriculum guidelines
- Collaborate with other teachers, professional staff, and administrators
- Respond to a wide range of inquiries from students, parents or guardians regarding student progress
- Adapt classroom work and instruction to meet individualized learning goals
- Assess student progress towards objectives, expectations, and/or goals to provide feedback to students, parents, and administration.
- Model appropriate social and interpersonal behavior to students
- Monitor students in a variety of educational environments (classroom, playground, field trips, etc.), ensuring a safe and positive learning environment.
- Participate in a variety of meetings (grade level, ACSI, professional growth, etc.)
- Set up and label new Chromebooks and iPads, new student emails, Google suite, and Clever admin tasks, and assist in other tech-related activities.
- Check student computers and classroom Promethean boards before a new school year begins. Run regular updates on them.
- Train teachers to help our school advance technologically.
- Assist in designing school-wide plans including our AI toolkit, internet policies, cyber security, etc.
- Assist teachers with broken student computers, set up a new one if needed.
- Perform other related duties, as assigned by the Administrator/Principal for the purpose of ensuring the efficient and effective functioning of the work environment.

The hours and days of this position:

- The Technology Instructor is classified as a part-time, non-exempt, 18-hour per week position.
- The current schedule denotes Tuesdays, Thursdays, and Fridays from 8:45 AM to 3:15 PM. This is subject to change.

All employees are expected to uphold and abide by the tenets of our faith, displaying the character of a mature Christian. Evidence of a mature Christian is displayed through church membership, regular attendance at church, and faithful giving of time, talents, and treasures. Additionally, each employee must be aligned theologically and agree to our mission, vision, strategy, statement of faith, and position papers.

PCS reserves the right to heavily consider faith, religious affiliation, and beliefs relative to employment decisions and will restrict employment to individuals who do not display and practice the tenets of our faith. PCS requires that all staff undergo a background check.

There are core values that need to be in place for success at PCS:

1. We SERVE every day with the belief that we are called to impact our city and world for Christ.
2. We ADD value to our fellow team members.
3. We EMBRACE the idea that ministry should be enjoyed, not endured.
4. We LEAD with a growth mindset.
5. We SUPPORT one another as we pursue team wins.
6. We DEMONSTRATE our love for one another by giving trust and respect.
7. We STRIVE for excellence in all we do to bring glory to Jesus. We COMMUNICATE with clarity.
8. We REQUIRE integrity to the Scripture, our families, our team members, and ourselves.
9. We SUBMIT our lives to the lordship of Jesus Christ.

The required degrees and clearance for this position include:

1. Associate's or Bachelor's degree in job-related area
2. Job-related experience desired
3. CPR and First Aid Certificate
4. Criminal Justice Background Check
5. TB Clearance

Salary Range will depend on if the degrees and credentials classify the employee as "Classified," with a salary range of \$20.00-\$25.00/ hour based on experience, or as a "Credentialed" employee (teacher), with a salary range of \$40,000-\$55,000 based on years of experience, degrees and credentials held.