



ST. FRANCIS
Episcopal School

Position Title:	Academic Technology Department Chair, Pre-K to 8
Date Modified:	December, 2018
FLSA Classification:	Exempt
Reports to:	Head of Middle School
Position Purpose:	Responsible for all technology instruction and activities in grades Pre-K to 8 and responsible for guiding and aligning content-specific curriculum in preparation for high school.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	Full Year
PTO Designation:	Department Chair (<i>Blackout Dates May Apply</i>)

Description

The Academic Technology Chair for Pre-K to 8 is a member of *Education Administration* and reports to the Head of Middle School and will assist in designing and implementing a STEAM and Maker Space center for the Pre K, Lower, and Middle Schools. The Academic Technology Chair teaches design and computer science and serves a mentor to other department member; trains faculty to implement applicable forms of instructional technology; and creates a well-rounded, comprehensive instructional program that reflects best practice in project-based learning and teaching.

Essential Functions

- Serves as an *Educator/Department Chair* and works directly with the Heads of Primary, Lower and Middle Schools to initiate, implement and oversee the day-to-day programs for students; drives the branding of educational instructional philosophies within these divisions.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Serves as an advisor to a group of advisees.
- Well versed with and adheres to *school policies* in all areas of student interaction.
- Serves as a mentor to colleagues in manners of classroom management, teaching methods and school procedures.
- Provides academic guidance to students; serves as student advocate, helping students and families respond to specific academic, emotional and developmental challenges.
- Participates in student-centered assessment and reporting approaches; uses differentiated and social-emotional approach to student engagement.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.

- Informs the Division Administration, the Head of School, the Chaplain, the Director of Student Support Services, and the School Nurse of emotional, academic and physical wellbeing of students.
- Attends admissions-related events.
- Maintains congruency between the school's board-approved *Mission Statement*, the *Long Range and Strategic Financial Plan*, and all activities of the upper school classroom.
- Adheres to the *Employee* and *School Handbooks* and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Assists in the recruitment and selection of new and replacement instructional and support faculty. Takes part in the *Professional Growth and Evaluation Program* for new and existing faculty within the department.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment*.
- Is assessed through the *Professional Growth and Evaluation Program* and enthusiastically participates in professional growth opportunities.

Essential Tasks

- Attends regular curriculum and instruction meetings with Primary, Lower and Middle School divisions.
- Determines the focus, sequence, emphasis, and essentials of the content in cooperation with school administration.
- Works cooperatively with administration to promote and enhance vertical alignment of curriculum, Pre-K to 8th grade, and preparing students for high school.
- Works cooperatively with specialists, administration and faculty to promote a positive work environment based on a growth mindset and to create interdisciplinary units and courses for the lower and middle schools that will transition to the upper school including design, robotics and computer science.
- Works as a team player assisting co-workers, divisions and departments as needed by the School.
- Examines the current curriculum with recommendations for updates, revisions, and enhancements.
- Supervises and provides feedback to teachers within Pre-K to 8th and provides feedback to teachers and administrators for professional growth of classroom teachers for technology integration and PBL.
- Learns the current ISM evaluation model and contributes to the collaborative, ongoing creation of the St. Francis brand of the Professional Growth and Evaluation model.
- Ensures Pre-K to 8th grade facilities are ready for the start of school each day.
- Assists in maintaining course web pages following guidelines provided by the division and school administration.
- Knowledgeable about *Senior Systems* and/or other student management software.
- Completes various *Tasks* related to the *employee's yearly goals* and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by Head of School and/or supervising director or head including extracurricular.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- A minimum of five years of teaching in an independent school environment preferred or relevant professional experience.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach