

# **Columbia Academy**

## **Job Description**

### **Lower School Computer Teacher / Testing Coordinator**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** LOWER SCHOOL COMPUTER TEACHER / TESTING COORDINATOR

**REPORTS TO:** LOWER SCHOOL PRINCIPAL

**PAYROLL STATUS:** SALARY EXEMPT, FULL-TIME, TEN MONTH

**TYPICAL HOURS:** 7:30 – 3:30

**PURPOSE AND SCOPE OF THE POSITION**

The Lower School Computer Teacher / Testing Coordinator reports to the Lower School Principal and is responsible for teaching essential computer skills to students K-6 as well as working with Admissions to schedule and administer admission tests to potential new students. This position requires the applicant to be personable, professional, and competent in computer operations and troubleshooting technical problems. Applicant will also oversee standardized testing policies and procedures for the CA Lower School including STAR testing for Pre K - 6th grade.

**MAIN RESPONSIBILITIES AND JOB TASKS (CLASSROOM TEACHER)**

1. Classroom teacher for K-6 essential computer skills such as keyboarding, software applications, internet safety, and digital citizenship.
2. Introduce students to age appropriate programming concepts, online research skills, and multimedia projects.
3. Providing individual and small-group instruction in order to adapt the curriculum to the needs of pupils' intellectual abilities.
4. Establishing and maintaining standards of student behavior.
5. Plan daily lessons and classroom activities, including preparation of instructional materials. Collaborate with classroom teachers to develop technology-rich lesson plans and provide professional development opportunities for faculty and staff.
6. Record student grades in FACTS in a timely manner.
7. Research and study latest technological advances in order to keep abreast of latest trends.
8. Communicate with parents consistently about student progress.
9. Keeping room and equipment clean including washing tables and surfaces.
10. Help with carline on rotation with other specialty teachers.
11. Be flexible and a team player.
12. Perform other duties as assigned by the Lower School Principal.
13. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

**MAIN RESPONSIBILITIES AND JOB TASKS (TESTING COORDINATOR)**

1. Most importantly to greet and welcome new students and their families in a positive and friendly way as they arrive to test.
2. Schedule and administer admissions tests for JK-12th Grade students.
3. Work with the Director of Academics and LS Principal to help oversee the standardized testing policies and procedures for the CA Lower School (K-6).
4. Coordinate with JK/K teachers to schedule and administer the STAR test for JK/K students.

5. Be professional and courteous to all stakeholders and advocate for students and classroom teachers on technical matters.
6. Work with the admissions team to organize and communicate test results to the appropriate office and administrator.
7. Perform other duties as assigned by the Lower School Principal.
8. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

### **KEY COMPETENCIES**

1. The ideal Computer Teacher / Testing Coordinator shall
  - Have earned a college degree or its equivalent
  - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
  - Feel comfortable teaching and working with young children
  - Be up to date with the latest computer technology and be able to troubleshoot basic technological problems
  - Coordinate test proctors for standardized tests
  - Ensure testing materials are securely stored and distributed
  - Communicate with students and their families about test requirements and procedures
  - Provide support and guidance to applicants throughout the testing and admissions process
2. The Computer Teacher / Testing Coordinator must demonstrate the following skills:
  - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
  - Excellent interpersonal skills including effective written and verbal communication
  - Attention to detail, organization and high level of accuracy
  - Ability to anticipate work needs and follow through with minimal direction
  - Ability to demonstrate sound judgment in decision making
  - Maintain strict confidentiality in regard to student and family information
  - Ability to remain objective and impartial in relationships with faculty/staff, students and parents
3. The Computer Teacher / Testing Coordinator must demonstrate the following personal attributes:
  - Fully committed to his/her Christian faith in belief and practice
  - A member in good standing of a local church of Christ
  - Excellent integrity and demonstrate good moral character
  - Completely honest, trustworthy and dependable
  - Possess cultural awareness and sensitivity
  - Be flexible and enthusiastic
  - Demonstrate a sound work ethic

**WORKING CONDITIONS**

The Lower School Computer Teacher / Testing Coordinator may spend significant periods of time sitting, keyboarding, standing, walking, and moving, which may cause muscle strain. Also, there are periods of carrying, bending, kneeling, pushing, pulling and light lifting.