



Job Title: Technology Teacher/Library Coordinator

Department: K-8

Reports To: K8 Principal

FLSA Status: Exempt

Purpose

Provide formal and informal instruction in media and technology information skills (typing, cyber safety, research skills, S.T.E.M., etc); assist students and teachers in locating, evaluating and using library media materials and technologies; collaborate with teachers and students to support individual, curricular and school goals; coordinate library resources and the check-in/check-out process for students.

Preferred Qualifications

Minimum 3 years direct work experience, current Colorado Department of Education Teachers License, or the ability to maintain one within 1-2 years; ACSI certification, or the ability to acquire within 1 year of employment, Bachelor's degree in Education or related field.

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of providing a Christ-centered education, preparing God's children and young adults for works of service, for the glory of God alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Implement Biblical integration at all levels of learning, discipline and professional work.

Technology Teacher

- As part of the specials rotation, design and deliver engaging grade-appropriate lessons. Topics will include (typing, cyber safety, research skills, social aspect of internet use, etc).
- Collaborate with teachers, specials team, and curriculum consultants for the design and implementation of units and lessons.
- Design and teach lessons and assessments that incorporate multiple literacies and foster critical thinking
- Assist staff in the selection, evaluation, and use of resources, including online resources
- Provide group instruction and individual user guidance for students in location of resources and use of research techniques
- Consult and plan with teachers on the appropriate use and scheduling of materials for classroom instruction and/or library technology resources used by students
- Share expertise in the areas of technology integration, media literacy and digital literacy by presenting at faculty meetings, in-service sessions, and parent meetings as needed
- Able to teach various middle school electives as assigned (technology-oriented/coding electives are preferred but other electives may be assigned based on student voice).

Library Science

- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and use information ethically.
- Assist students and staff in finding and checking out materials and equipment.

- Update, maintain, and manage all components of the Follett library database system (school will provide training).
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- Conduct student orientation classes to assist newer and younger students in the use of all library materials.
- Develop a balanced collection of library resources that reflects the diverse interests and needs of the students and staff.
- Receive and preview all library materials for their suitability for use in a Christian school.
- Arrange and direct special library events and programs. Conduct book fairs.
- Plan and maintain comfortable, attractive rooms conducive to study and library activities.
- Coordinate with parent volunteers to arrange for the daily shelving of returned library materials.
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- Prepare overdue notices for classrooms, individual students, teachers, or parents as needed.
- Collect overdue books and fines and deal with disputed charges. Collect the cost of replacing lost or damaged books.
- Supervise an annual inventory of all held materials.
- Check library shelves periodically to maintain good shelf order.
- Evaluate and select new materials, and prepare purchase orders for submission to the school administration for books, periodicals, electronic media, library supplies, and equipment that are within budget guidelines.

Additional Duties or Responsibilities

- Perform any other duties that may be assigned

Mental and Physical Demands

Work is performed in a classroom environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions. The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.