



CROSSINGS CHRISTIAN SCHOOL

DEVELOPING CHRIST-CENTERED SERVANT LEADERS

Position: Upper School Computer Teacher

Classification: Salary, Non-exempt

Division: Upper School

Primary Reporting Relationship: Upper School Principal

Mission: Partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

Job Description: The Upper School computer teacher assists Christian parents by helping develop Christ-centered servant leaders through daily classroom instruction of various subject matter, skills, and opportunities.

Employee Profile:

- Acceptance without reservation of the CCS Statement of Faith
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Consistent participation in a local church community
- Commitment to the CCS Mission and purpose

Spiritual Profile:

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
- Implements biblical principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith
- Emphasizes to students the reality of their self-worth in Christ
- Foster spiritual growth in the lives of students through various means when appropriate and applicable

Professional Profile:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school in addition to direct reports as stated on the organizational chart
- Maintains a clean, attractive, well-ordered workspace
- Accepts a share of responsibility for extra duties as assigned by Head of School and/or direct supervisor
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of administration, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school
- Attends and participates in applicable scheduled devotional, committee, and faculty meetings
- Demonstrates knowledge of procedures for dealing with emergencies

- Contributes to the general improvement of the school program
- Cultivates positive relationships with parents, teachers, and students where applicable
- Communicates with staff, students, and parents effectively, clearly, and with grace

Personal Profile:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students, parents, and staff without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a model of cleanliness, modesty, and good taste
- Uses acceptable and professional English in written and oral communication
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations while presenting the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

Responsibilities:

- Biblically integrates lessons using scriptures
- Prays regularly in the classroom
- Seeks to establish relationships with students that help them grow in their relationship with Christ and in computer skills
- Creates lesson plans appropriate for the age and abilities of the students in the class
- Develops and updates curriculum for the classroom based on set objectives and established vertical planning goals of the department
- Evaluates student performance using a variety of assessment tools that identify areas of mastery and/or weaknesses
- Scaffolds assignments for tracking continual growth
- Provides timely feedback
- Communicates students' progress to parents and makes an extra effort when students are struggling
- Provides appropriate resources and learning materials for students
- Collaborates with classroom teachers on specialized projects
- Organizes and maintains classroom inventory and supplies
- Identifies appropriate teaching methods that work best for students who learn differently
- Stays up to date on necessary computer skills for upper school students to find success currently and in their post-secondary endeavors
- Maintains accurate records of student's progress
- Keeps order in the classroom and handles discipline in accordance with school policies
- Runs the classroom within the allocated budget
- Posts grades and sends reports to parents as required by the school

Required Skills and Abilities:

- Bachelor's or higher degree in Computer Science or a related field

- Excellent Computer Skills, including a strong understanding of IOS, macOS, PC operating systems, and educational standards and objectives
- Driven to provide a conducive classroom environment that supports individuals to grow both spiritually and academically
- Passionate about working with high school students
- Organized and able to multitask
- Strong verbal and written communication skills