



Plymouth Christian Academy

Computer Teacher Grades K - 8

Plymouth Christian Academy is seeking a **K-8 Computer Teacher**. The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing job duties.

Position Summary:

The **full-time Elementary and Middle School Computer Teacher** position uses creative methods to foster a desire for students to learn and grow spiritually, academically, emotionally, and socially. The goal of instruction is to ensure that students accomplish the objectives established by the school for each grade level. The specific focus is to provide quality instruction with a biblical perspective. The Secondary Science Teacher also interacts with students inside the classroom, halls, and shared areas of the school. This position also meets with parents during conferences and collaborates with other teachers and administration daily.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Agree with the school's Statement of Faith and Christian philosophy of education.
6. Have the spiritual maturity and personal leadership qualities to nurture children.

Qualifications/Skills/Gifts:

- Bachelor's degree required.
- Michigan State Teacher Certification, K-8 endorsement, required.
- A strong commitment to the philosophies, mission, and educational philosophies of Plymouth Christian Academy.
- Excellent interpersonal skills interacting with children, parents, and colleagues.
- Effective group facilitation skills.
- Strong computer skills are required.
- Excellent written and verbal communication skills.
- Effective organizational skills.
- Continuing professional development.
- Flexibility and dependability.

Job Responsibilities:



- Write weekly lesson plans for all classes, based on the Plymouth Christian Academy curriculum guide.
- Facilitate computer classes to K-6 students, to ensure development of computer skills, including basic keyboarding at the appropriate grade level.
- Assess students to evaluate their abilities, strengths, and weaknesses.
- Grade students' assignments and exams.
- Communicate with parents/guardians regarding their students' progress, according to administrative policy.
- Lead lessons for Middle School students to ensure their ability to create documents, spreadsheets, and reports using Microsoft, Google, and other computer applications.
- Read and respond to Plymouth Christian Academy email/staff communications throughout the day, to remain informed.
- Maintain accessibility for student questions, concerns, ministry, and counsel.
- Attend staff devotions and staff meetings, weekly.
- Participate in afterschool events, which promote relationship building such as the Back-to-School Picnic and Fall Auction.
- Actively engage in the accreditation process for the school's continuous improvement plan.
- Adhere to specified professional dress.
- Attend and participate in designated Chapels.
- Open every day with prayer.
- Establish and maintain accurate records on each student.
- Prepare report cards, record comments, and maintain ongoing grade record keeping.
- Participate in scheduled grade level team meetings.
- Discipline with love and establish incentives for improving behavior.
- Provide remediation or enrichment for students, as necessary.
- Teach Computers, with the Biblical Integration method.
- Plan and participate in field trips.
- Compile and maintain an up-to-date sub folder.
- Uses technology to support lessons.
- Records daily attendance to maintain accurate attendance records.
- Performs student dismissal duty.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.