

Media Specialist/Teacher Job Description

Hired by: Principal in consultation with Director of HR
Evaluated: Annually
FLSA: Exempt

Reports to: Principal
Schedule: 10 month
Supervises: None

The Upper School Media Specialist/Teacher at Worthington Christian School lives and teaches in such a way so that students are led to righteousness in every area of life, and in particular their academic and intellectual development. It is the Media Specialist/Teacher's responsibility to develop the mind of Christ in students, equipping them to embody grace and truth as servant leaders for His Kingdom.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe and support Grace Polaris Church's "Our Beliefs and Identity" document
- Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

Planning and Preparation

- Demonstrate a biblical understanding and approach to media along with the art of teaching
- Demonstrate knowledge of students learning styles, personalities and educational needs
- Execute instructional goals outlined in the school course of study
- Use a variety of educational resources while planning and implementing lessons
- Collaborate with other teachers
- Design coherent instruction
- Assess and communicate student learning
- Appropriately use and support student use of technology as a means of teaching and learning
- Integrate biblical truth and worldview into lesson objectives and plans

Classroom Environment

- Create a Christ-centered environment characterized by care and respect
- Establish a culture of academic pursuit and love of learning as a means of spiritual growth
- Effectively manage a classroom by establishing appropriate procedures
- Exercise appropriate discipline with a redemptive goal
- Organize the physical space of the Media Center to maximize instructional effectiveness
- Maintain appropriate confidentiality when handling student and school family information

Instruction

- Communicate clearly and consistently with students and families
- Engage students in learning, including recognition of various learning styles
- Use questioning, discussion techniques, and other methods that allow for student investigation and creativity
- Provide formative feedback to students
- Demonstrate the ability to adapt and respond to the flow of a lesson
- Reflect on previous lessons in a way that promotes instructional improvement
- Maintain accurate and timely student records
- Communicate student progress and other appropriate items with families

Other Responsibilities

- Professionally contribute to the school community through curriculum development
- Other duties as assigned by principal

Professional Requirements

- Undergraduate degree required, graduate level preferred
- 3-5 years of successful classroom experience preferred
- Experience with audiovisual equipment and other emerging technology preferred
- Maintain a valid Ohio Department of Education teaching certificate or license in assigned field
- Complete ACSI Philosophy of Education requirements within third year of employment
- Standard Teaching License must complete required number of Biblical Studies CEUs annually
- Non-tax Teaching License must maintain current ACSI certification
- Ability to take initiative, work independently, and hold oneself accountable
- Ability to manage multiple responsibilities with converging deadlines while maintaining a positive, can-do attitude
- Ability to develop original ideas
- Capable of finding solutions to challenges and obstacles
- Willingness to adjust priorities as needed
- Ability to work effectively with others
- Initiative to learn new skills, techniques, and ways to accomplish projects and goals
- Willingness to take direction, receive suggestions, and to be challenged
- Commitment to abide by a strict code of confidentiality
- Demonstrate professional dress and conduct

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Chemicals/Solvents	X		
Noise	X		
High stress		X	
Interruptions	X		
Overtime necessary		X	
Climbing stairs	X		
Crawling	X		
Standing/Sitting/Walking/Bending			X
Running	X		
Kneeling	X		
Reaching over shoulder		X	
Pushing/Pulling	X		
Lifting/Lowering/Carrying		X	
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone			X
Fax/Copier			X
Computer/Printer			X
AV Equipment			X
Summon emergency help	X		
Apply CPR/First aid	X		
Lead field trips	X		
Communicate data			X
Prepare reports		X	
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature