The Newgrange School of Princeton, Inc.

**Job Title:** Technology Teacher (Serving Ages 6-21)

**Reports to:** Principal or other appropriately certified supervisors as designated by the Executive Director

**Duration:** 10 Months

**The Company**

Newgrange School of Princeton, Inc. is a nonprofit educational institution with over 40 years of experience providing learning opportunities to students with related learning differences. The Laurel School of Princeton, the Newgrange School and the Ann Robinowitz Education Center are all parts of The Newgrange School of Princeton, Inc., a registered 501(c)(3) tax-exempt organization.

Newgrange School – Newgrange is dedicated to improving educational outcomes for individuals with learning disabilities and to empower them to become accomplished and dynamic members of society.

The Laurel School of Princeton – The Laurel School of Princeton is an independent co-educational day school for grades 2 through 12 specializing in educating students language-based learning differences.

Ann Robinowitz Education Center – Our internationally recognized team of experts in the area of learning disabilities, including dyslexia, offers the highest quality professional development, educational evaluations, screenings, consultations and tutoring for students and professionals.

**Job Overview/Summary**

The Technology teacher will share the knowledge, tools and techniques necessary for students to develop the technological literacy they need. Lessons will be conducted in a classroom (or is there a computer lab?) setting using math, science and technology principles, to teach students problem-based learning skills through laboratory activities that involve computers, mobile and other platforms, servers and other technology.

**Essential Duties and Responsibilities**

- Introduce and teach basic computer, mobile, keyboard and internet skills as well as instruct students in the proper use, care and safe handling of equipment.
- Teach students how to use design applications and computer-aided drafting (CAD) to develop technological solutions to problems.
- Collaborate with classroom teachers to create technology lessons supporting teaching objectives and help students connect math, science and technological principles to everyday life.
- Assign projects that help students learn to deal with real-world constraints, such as time and materials.
- Inspire creative thinking with challenging classroom projects by encouraging students to unravel technological problems using a hands-on, trial-and-error approach.
- Assist in individualizing instruction to meet the specific needs of each student in the class, or the assigned student in the case of an Extraordinary Aid.
- Implement effective lessons that demonstrate knowledge of subject matter.
- Incorporate varied and appropriate instructional materials for the class.
- Efficiently utilize instructional time and helping students to achieve academic success.
- Provide a nurturing learning environment by providing student with frequent, positive feedback.
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- Assists in the enforcement of school policies and safety regulations.
- Maintain Individual Educational Plans (IEP) standards for all students.
- Enforce Classroom Management and Disciplinary Plan for each classroom.
- Any other job-related duties assigned by the supervisor.

Knowledge, Skills & Abilities (KSA's)

- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Strong interpersonal communication skills with coworkers, students and parents and ability to communicate effectively through both written and verbal mediums.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to relate to students and lead group activities and lessons.
- Ability to maintain an optimal learning environment.
- Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to work independently and in a strong collaborative environment.
- Knowledge of effective teaching methods and developmentally appropriate classroom activities.
- Ability to multi-task and prioritize duties.
- Ability to solve practical problems, take initiative, and deal with a variety of variables.

Education, Experience & Certifications

- Bachelors degree or the equivalent experience in computer science/information technology.
- State of New Jersey Teaching License or Certificate of Eligibility.
- Preferred experience working with children with learning differences.

Minimum Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily and have the KSA’s listed above.
- Comprehensive knowledge of integrating technology into elementary and middle school curriculum.
- Proficient with Mac OS/Macbooks, iOS/iPads, Google/Gmail, SchoolWires/WebCMS, SmartBoards and related software.
- Must be able to successfully pass a background screening.
- Must have a valid driver’s license.
- Must be able to provide professional references.

Physical Requirements

- Frequent use of computers
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- Limited bending, squatting, stooping and kneeling
- Occasional walking and standing
- Limited carrying and lifting

Environmental Conditions

- Fast-paced classroom environment
- Attendance required at all school events (i.e. field trips, parent-teacher conference)

Benefits

- Health Insurance: Medical, Dental, Vision
- Group Life Insurance & Accidental Death and Dismemberment (AD&D)
- Short-Term Disability
- Long-Term Disability
- Retirement Plan – 403(b) with Company Matching
- Tuition Reimbursement for Continuing Education
- New Jersey Paid Leave Act
- NJ Sick/PTO
- Paid Holidays, Sick, Vacation Days
- Commuter Fringe Benefit

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Newgrange is committed to the policy of opportunity in employment. It is our policy to recruit and employ qualified persons on the basis of merit without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, veteran or draft status, or any other protected class as set forth under applicable state and federal civil rights laws. Employment decisions will be based on the individual’s qualifications to perform the job. This policy of nondiscrimination applies to employment, training, compensation, promotion, transfer, social and recreational programs, and all other conditions of employment. If you have any questions regarding our Equal Opportunity Policy, or if you believe you have in any way been discriminated against, please contact your supervisor immediately. If you cannot discuss the matter with your supervisor, contact the CEO and Heads of Schools.