WESLEYAN

CHRISTIAN ACADEMY & EARLY EDUCATION CENTER

TO KNOW AND LIVE THE TRUTH

1917 North Centennial Street
High Point, North Carolina 27262
www.wesed.org

Position Title: Instructional Technology Specialist and Instructor

Reports To: Middle School Principal

FLSA Status: Exempt

Schedule: Full-Time/ 10 Months + 4 weeks over summer

Position Summary:
The Instructional Technology Specialist and Instructor serves the mission of Wesleyan Christian Academy through classroom instruction and technology support to the faculty and staff of WCA. This position will work closely with the Technology Director to implement and maintain a variety of technology platforms used across multiple departments of WCA.

Essential Duties and Responsibilities for this position include, but are not limited, to:

- Responsible for teaching two upper school technology electives.
- Assist families with access to student information portal.
- Provide instructional support to teachers regarding specific classroom technology.
- Oversee the implementation of the learning management system and classroom platforms.
- Work with the Director of IT on technology infrastructure as needed.
- Assist the Director of IT with campus-wide technology integration.
- Collaborate with various department personnel on using the student information system for their specific needs.
- Provide professional development on educational technology.
- Other duties as assigned my administration.

Education, Experience, and Skills Qualifications:

- Possess and model a growing relationship with Christ: Demonstrate ability to pursue full devotion to Christ that reflects authenticity. Embody servant leadership in all interactions. Possess a deep understanding of and commitment to biblical integration.
- Commit to Wesleyan's mission and vision: Uphold and embody Wesleyan's culture as set forth in our mission statement. Accept and uphold our Statement of Faith.
- Maintain confidentiality while working with various items that are sensitive in nature.
- Demonstrate a willingness to learn and utilize the latest technologies for effective learning and communication.
- Demonstrate a history of professional excellence through diligence, organization and communication skills.
- Working knowledge of student information systems.
- Preferred experience with website maintenance and development.
- Preferred experience with Google Workspace, Windows Desktop support, database maintenance, and website development.
- Demonstrate excellent computer literacy and technology awareness.
- A background check along with reference check is required for this position.

Minimum Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position for extended periods of time.
- Must be able to use repetitive arm, hand, and finger movements.
- Ability to stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Must exercise mobility to promptly move around campus.
- Ability to communicate effectively with students, staff, and parents.
- Ability to lift/carry up to 50 lbs.
- Ability to be outdoors for extended periods of time year-round.
- Must be able to travel locally, including field trips and off campus activities, as well as nationally as needed.

Application Process:
- Download the Support Staff Application from our Career Opportunities page at https://www.wcatrojans.org/about-us/career-opportunities/.
- Use the fillable PDF to digitally complete your application.
- Attach a resume and any other requested documents.
- Submit all application materials to employment@wcatrojans.org.