



422 N. Prospect Street • Wheaton, IL 60187 • (630) 462-9657 • (630) 462-9658 fax • [greenhousecoschool.org](http://greenhousecoschool.org)

## Technical Arts Teacher (updated March 2024)

### Organization

In collaboration with parents, Greenhouse exists to develop a new generation of leaders who will serve the common good and in all things bring glory to God. We do this through fostering a love for learning and sharpening academic skills and intellectual discernment; promoting moral virtue and personal responsibility; and nurturing authentic relationships in a community marked by integrity, humility and love. Greenhouse comes alongside homeschooling families to provide exceptional experiential academic and social opportunities within a uniquely Christian classical environment. We currently serve 300 students annually with a budget of \$1 million.

Please visit [www.greenhousecoschool.org](http://www.greenhousecoschool.org) to learn more.

### Position

Reporting to the Elective Lead Teacher or Principal, the Technical Arts Teacher instructs and trains students in grades 8-12 in the technical arts of audio, video, lighting, and production planning, as well as the virtues and practices needed to grow as technicians who serve purposes beyond technology. Students create an audio and video project, participate in discussion, and practice skills in class.

### Classification

The Technical Arts Teacher is a part-time exempt position.

### Specific responsibilities include

Teaching

- Teach a group of 6-12 students in grades 8-12 for a total of 28 class periods (Mondays) of 90 minutes each
- Arrange for guest presenters, as necessary, to supplement areas of limited expertise
- Continue to build the curriculum for the class
- Implement the Scope and Sequence
- Determine which supplies, books, etc. are needed and procure supplies, as deemed necessary
- Comment on student assignments in a timely fashion
- Submit course pack and handouts to be reproduced by designated deadlines each term
- Post assignments each week by the specified deadline into Google Classroom
- Submit and organize teaching material in Google Classroom
- Maintain up-to-date gradebook in FACTS
- Address classroom situations in such ways that Christian virtue is called forward and relationships are strengthened.
- Quickly initiate and/or respond to matters of parental concern – positive or negative

## Advising

- Note: Students who take the Tech Arts elective agree to serve for 20-30 hours during the school year as part of the Tech Team
- Advise Tech Team Director (separate staff position) regarding students who supply support for Greenhouse events (play, open houses, parent seminars, marketing projects)
- Recommend equipment and/or software purchases to fulfill Greenhouse's tech art needs

## General Responsibilities

- Pray for Greenhouse students
- Participate in a 2-day teacher training (August) and other faculty development events
- Attend 2-3 faculty meetings (see teacher's calendar)
- Communicate regularly with parents
- Participate in regular checkpoints with the Elective Lead Teacher or Principal
- Submit announcements, and materials to be reproduced or posted by designated deadlines throughout each term
- Serve as substitute teacher, if able

## Qualifications

Technical Arts Teachers will have the following experience and attributes:

- Active involvement in a local church that aligns with the beliefs of the Apostles Creed and/or the National Association of Evangelicals Statement of Faith
- Personal qualities of integrity, and servanthood, and a commitment to the mission of Greenhouse
- A calling from God to serve His kingdom through the mission of Greenhouse
- Calling as a teacher confirmed by fruit, recognition by others, and heart's orientation and proven ability to engage teens in learning
- Proven ability to engage high school students in learning
- Audio/visual experience of 3 or more years
- Working knowledge of audio & video production (required)
- Working knowledge in theater craft and light design (preferred)
- Experience in training teams in technical services
- Experience in character and spiritual formation and a capacity to inspire and motivate others
- Growing familiarity and experience with classical education
- An understanding and commitment to home-schooling and the home-schooling community
- A co-teacher enjoys working on a team of faculty and partnering with co-schooling parents
- Excellent communication skills
- Quickly responds to written communication
- Familiarity with MS Office Suite and Google software (preferred)
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations
- The ability to deal with information in a confidential manner and respond with sensitivity