



Online Learning Coordinator

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a part-time (5 hours per day) Online Learning Coordinator for grades 4-5 with responsibilities to begin immediately.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree or higher in elementary education or a related field
- At least two years of experience as an elementary educator
- Knowledge of varied pedagogy and trends in instruction and curriculum design at the grade 4-5 level
- Ability to teach a full range of early elementary school subjects and differentiate instruction
- Professional orientation towards collaboration and innovation
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning
- Enthusiasm for teaching elementary-aged children
- A positive sense of humor and self-confidence as well as effective oral and written communication skills
- Ability to engage, motivate and develop student learning

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Manage online classroom activities of approximately 10-15 students during their learning day to support their online instruction provided by the homeroom teacher
- Collaborate with colleagues, particularly team members, on curriculum design development
- Provide periodic updates to parents about student progress, via both written reports and virtual conferences
- Make use of technological resources necessary for online curriculum integration and institutional communication for their online learning
- Hold students accountable for the school's standards of behavior
- Work with others in the school community to support each student's emotional well-being

Physical Conditions (candidates must be able to manage the following conditions):

- Classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals in classroom, carry objects (no more than 40 pounds), etc.
- Spend considerable amounts of time outdoors each week in support of the school's outdoor learning program
- A non-smoking campus

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or

socioeconomic background.