

## **7th & 8th Grade Writing Teacher**

**Reports to:** Principal

**Starting Salary:** \$44,000

**FLSA Classification:** Exempt

### **Purpose:**

Applies standard teaching pedagogies to the subject of writing for the purpose of assisting students with their quality and knowledge of poetry and prose.

### **Job Qualifications:**

- Bachelor's and or Master's Degree in Education is required
- Active PA English 7 - 12 or mid-level English 6 - 9 certification, is required
- Additional PA Certifications are preferred
- Extensive knowledge of the Pennsylvania State Standards and Common Core
- Experience in teaching a non-basal curriculum

### **Competencies**

- Excellent interpersonal skills
- Superior writing and presentation skills
- Strong written and verbal communication skills; ability to effectively communicate and coordinate actions with colleagues and leadership team
- Strict adherence to confidentiality and the ability to handle sensitive information
- Attention to detail
- Ability to perform multiple assignments without immediate supervision
- Time Management and the ability to prioritize tasks to meet deadlines
- Strong organizational skills

### **Mission**

Our mission is to provide a world-class education for the students in the Penn Hills community that will not only prepare students academically but to develop into informed and responsible world citizens, creative problem solvers, and effective communicators. We believe that children of all cultures and abilities can learn and be challenged to reach their highest potential. To achieve this, the school recognizes the importance of collaboration with the entire learning community of students, parents, community members and school staff. Our mission is to ensure that the students experience real life 21st century learning experiences in an innovative, community based public school setting, and created to build a foundation that will enable students to reach their highest potential.

## **Job Responsibilities**

- Provides professional development and leadership in the areas of data collection, response to differentiation, and the implementation of accommodations, modifications, and interventions that enable students to be successful in all academic content standards
- Team planning of unit lessons and grade level curriculum
- Support entrepreneurial endeavors
- Knowledge of content, pedagogy, and child development
- Design coherent instruction and student assessments
- Apply the rigor of writing content
- Classroom management utilizing a school-wide positive behavior support model
- Create an environment of respect and rapport
- Establish a culture for learning
- Manage classroom procedures
- Manage student behavior
- Follows and implements intervention plans or processes to provide service and support to students to meet school goals or intervention plan goals
- Collects and records observational data related to academic progress or behavior management
- Helps with maintaining organization of special education files and student learning records
- Organize physical space that is conducive to learning
- Differentiated instruction to meet the needs of each student
- An interdisciplinary approach to instruction
- Use of varied teaching strategies
- Use of questioning and discussion techniques
- Engage students in learning
- Demonstrate flexibility and responsiveness
- Student data analysis and portfolio maintenance
- Conducts or participates in parent conferences, telephone conferences, and other forms of professional communication
- Involvement in alignment committees and task-forces
- Commitment to professional development to keep up-to-date on curriculum developments and trends in the field of education
- Commitment to professional growth through participation in professional learning communities and development opportunities; after hours and weekends
- Attend mandatory school events; Back To School, Concerts, Open Enrollment, and Micro Night; at the discretion of your Supervisor
- Attend one Board Meeting and one PTA meeting per year
- Attend the Entrepreneurial Summit and new student orientations; at the discretion of your Supervisor

- Active certifications which include Google certification, and pertinent certifications per administration
- All other duties as required by Principal

**Working Conditions:**

- Work is conducted indoors in a classroom setting that is climate and noise controlled with adequate lighting, using standard office equipment such as computers, phones, printers.
- Teaching sometimes takes place outdoors or supervising playground area.
- Work very near others, within a few feet or less. Working with children often entails close contact.
- Exerts up to 10 lbs of force occasionally and/or up to a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Frequent handling, reaching, fingering.
- Vision abilities required by this job include close vision.
- Must be able to hear, understand, and communicate with others

**To apply, please submit a copy of your application, current PA certification, cover letter and resume via:**

**Mail:** Attn: Human Resources, 2501 Main Street, Pittsburgh PA 15235

**Email:** [human.resources@phcharter.org](mailto:human.resources@phcharter.org)

**Fax:** 412-793-6473