

Part-Time Teacher - After School Program

Reports to: 21st Century Program Director

Hourly Rate: \$20.00

Schedule: Flexible hours available. Teachers must be willing to work at least 2 days/week, between the hours of 3 - 6 p.m.

Penn Hills Charter School of Entrepreneurship seeks part-time English Language Arts and Math teachers to support our innovative Soaring in STEAM after school program for grades 6 through 8. Part-time after school program teachers report to the program director, working closely with the STEAM Coordinator. Teachers are responsible for following a web-based curriculum to create a fun, project-based learning experience. Classroom management is a must. Great opportunity to collaborate with curriculum coordinator and curriculum design leader targeted learning areas are enforced in the after school program. This is a great opportunity for emerging or established education professionals interested in project-based learning.

Job Qualifications:

- Associate's or Bachelor's Degree in Education is preferred; or at least 48 college credits required
- Knowledge of the Pennsylvania State Standards and Common Core preferred
- Experience working in middle school or informal learning setting preferred
- Experience working with students receiving special education services

To apply, email resume, application form, and a cover letter to the Human Resources Department (human.resources@phcharter.org). Equal Opportunity Employer.

Mission:

The mission of the Penn Hills Charter School of Entrepreneurship is to ensure all students receive a real-life, 21st Century learning experience in an innovative, community-based public school setting that enables them to reach their highest potential.

Value Statement:

We believe in soaring to success by building strong Character, Academics, Relationships, and Entrepreneurs for a life of leadership!



Competencies

- Superior interpersonal skills
- Strong written and verbal communication skills; ability to effectively communicate and coordinate actions with Principal & CAO, parents, students, and other staff and, if applicable, third party vendors/contractors
- Consultation and coaching skills
- Critical evaluation skills
- Ethical practice
- Documentation
- Leadership skills
- Presentation skills
- Strict adherence to confidentiality and ability to handle sensitive information
- Attention to detail
- Ability to perform multiple assignments without immediate supervision
- Time management and ability to prioritize tasks to meet deadlines
- Able to perform basic arithmetic and use basic numeric concepts to perform job tasks
- Aptitude in using spreadsheet, word processing, e-mail, database, and presentation software
- Commitment to entrepreneurial education and the associated values of resourcefulness, problem-solving, persistence, and innovation

Job Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Assist students with in-class schoolwork
- Coordinate/collaborate with classroom teachers to ensure that targeted learning areas are addressed during instruction
- Administer pre- and post-testing at midterm and beginning and end of the school year to evaluate student progress
- Maintain disciplinary action roster
- Coordinate STEAM contractors coming in to guest-teach STEAM concepts to our after school program
- Monitor student behavior in the classroom
- Report to program director
- Ability to positively control the behavior of students across all environments
- Classroom management utilizing a school wide positive behavior support model
- Ability to maintain sensitive, confidential information
- Demonstrated professionalism and responsibility, and a strong work ethic
- Ability to work in a collaborative environment

- Create an environment of respect and rapport
- Engage students in learning
- Effective parent and community communication
- Collaborate with restorative justice and discipline team
- Demonstrate flexibility and responsiveness
- Learn and utilize basic methods and procedures in instructional settings
- Active certifications which include google certification, and pertinent certifications per administration
- All other duties as required by Supervisor
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Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is primarily sedentary in nature, exerting 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. While performing the duties of this job, the employee is frequently required to move throughout the building, sit, and navigate stairs in order to access classrooms and meeting areas throughout the school. Occasionally reaches with hands and arms. Frequent handling and fingering. Vision abilities required by this job include close vision. Must be able to talk and hear. Mental acuity required. Primarily assigned to an office environment that is climate and noise controlled with adequate lighting, using standard office equipment such as computers, telephones, printers. Frequently called upon to monitor recess, meal periods, or other activity periods in an outdoor playground or athletic field setting with exposure to outdoor elements.