

## **INSTRUCTIONAL SUPPORT TEACHER**

**Reports to:** Principal

**Starting Salary:** \$30,698

**FLSA:** Exempt

Penn Hills Charter School of Entrepreneurship seeks certified educators to apply for Instructional Support Teacher positions for our 2021-2022 Academic Year. The Instructional Support Teacher (IST) provides differentiated instruction to small groups and individuals, provides classroom coverage when teachers are absent, and provides leadership during recess, lunch periods, and morning and afternoon transportation duty. Daily instructional delivery of curriculum that aligns with our school's mission, vision, and values while also meeting state and national academic standards. Educators at our school are strongly encouraged to engage in professional development and leadership opportunities in our collaborative, team-oriented staff environment. This is a great opportunity for newly-certified educators to gain classroom experience, or for seasoned educators looking for a classroom support role.

### **Job Qualifications:**

- Bachelor's and/or Master's Degree in Education is required
- Active PA K-6 or 4-8 certification is required
- Extensive knowledge of the Pennsylvania State Standards and Common Core
- Experience in teaching a non-basal curriculum

**To apply, email resume, [application form](#), and a cover letter to the Human Resources Department ([human.resources@phcharter.org](mailto:human.resources@phcharter.org)). Equal Opportunity Employer. State your grade level/subject matter preference.**

### **Competencies**

- Superior interpersonal skills
- Strong written and verbal communication skills; ability to effectively communicate and coordinate actions with leadership team, parents, students, teachers and other staff and, on an as-needed basis, 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 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:

**Instructional Responsibilities**

- Provides direct instruction to students in individual and/or small group settings.
- Uses identified needs (based on test scores and observations) to guide the learning process toward student achievement.
- Assists lead teacher in closing the achievement gap by linking assessment to instruction.
- Assists lead teacher by learning and implementing various assessment strategies
- Provides support to students in general education area as assigned.
- Follows and implements intervention plans or processes to provide service and support to students to meet school goals or intervention plan goals.
- Provides classroom coverage when lead teacher is absent.

**Classroom responsibilities:**

- Provides written evidence of preparation upon request of immediate supervisor.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, PHCSE policy, administrative guidelines, and specific program requirements.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms, including, but not limited to, parent conferences and telephone conferences.
- Conducts student assessments to identify those eligible for intervention services, to plan instruction, and/or to assist staff members in learning various assessment techniques. Assess the accomplishments of students on a regular basis and provide progress reports as required. Collaborates, as needed, with appropriate district/campus personnel regarding students who may need specialized interventions.

- Problem solve to identify innovative, practical, and effective differentiation strategies to meet student learning needs

**Professional Development Responsibilities:**

- Continuously maintains and improves professional competence through professional development activities in pedagogical content knowledge, and a wide range of instructional strategies.
- Participates in discussions or activities focused on using research to improve student skills.
- Participates in staff development focused on the delivery of interventions and assessments, data collection, response to differentiation, and the implementation of accommodations, modifications, and interventions that enable students to achieve success in all academic content standards.
- Commitment to professional growth through participation in professional learning communities and development opportunities; after hours and weekends
- Attend mandatory school events as assigned by Supervisor
- Attend one Board Meeting and one PTA meeting per year
- Active certifications to include Google certification and PA teaching certificate per administration
- Other duties as assigned by the Principal.

**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, lunch, or other activity periods in an outdoor playground or athletic field setting with exposure to outdoor elements.