

## Position: College and Career Seminar Teacher



### JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Come join our team of artists and educators to ensure that ALL students have access to a rigorous and engaging learning environment in a creative and collaborative arts high school.

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[www.CharterArts.org](http://www.CharterArts.org)

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

### Job/Position Specific Requirements:

- Must hold an English, Business, and/or School Counselor PDE certification (candidates only need to hold one of these and will utilize their background and experience to inform and develop the new course curriculum in collaboration with the school counseling, seminar teachers, and administrative teams)
- Experience in Higher Education or Student Affairs preferred to provide knowledge of experiences in college cultures (i.e.: Dorm Living, Transitional Skills, Resource Acquisition)
- Curriculum development will be required, with the fellow Seminar and School Counseling Departments, as the selected candidate will be developing a new course in our Seminar department for all junior Charter Arts students
- Depending on the background, experience, and certification of the selected candidate, s/he may support other departments as a classroom teacher if the schedule permits (Literary Arts and/or English)
- Must have strong classroom management skills.
- High school teaching experience preferred

**To APPLY: please email your cover letter, resume, and three letters of recommendation as one pdf document to [jobs@charterarts.org](mailto:jobs@charterarts.org) by June 1, 2019.**

### Essential functions of the job may include but are not limited to the following:

- Work collaboratively with the school counseling team to support students with college and career program planning, organization, implementation, administration, and evaluation
- Utilizes Naviance to assign, monitor, and evaluate student graduation portfolio requirements which will be required for state reporting
- Engages students in preparing for all aspects of the college application process, including exploring financial aid options and applications, essay writing, gathering letters of recommendation, resume creation, etc.
- Utilize the PA standards to develop course curriculum, unit plans, lesson plans, etc.
- Build relationships with students and utilize knowledge of individual student skills and abilities to ensure student success both in the classroom and to prepare for life after high school
- Collaborate with colleagues in both core and artistic departments
- Provides guidance to other post-high school life options (i.e.: Trade School, Military, Work Force)

### CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS degree in teaching from an accredited institution or related field
- Pennsylvania teaching certificate in appropriate subject area

- Artistic faculty are required to be active professionals in the field in which they are seeking employment and should provide evidence of this with his/her application
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for all students.
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.
- Ability to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by your supervisor to help support the mission and vision of the school.

**PHYSICAL QUALIFICATIONS:**

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office equipment; ability to use computer technology and digital cameras efficiently; must appropriately handle confidential information; ability to use AV equipment for group meetings, presentations, projectors, and video equipment.
- Physical - Sit: 40% Drive: 5% Walk/Stand: 55%
- Body Movements: Manual dexterity to use office equipment and repetitive movement of fingers and hands for keyboarding
- Lifting: Moderate lifting from 15 to 30 pounds
- Mental - Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Environment - Artistic high school environment.

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Once your application is reviewed, you may be contacted for a phone interview. Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Final interview candidates are required to submit up-to-date Act 168, I9, state and federal criminal background checks, and their child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. All application materials will be saved for a period of up to three years.