

Position: PRODUCTION DESIGN 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

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:

- The Production Design department is seeking TWO team members for the 2019-2020 school year. These new employees will serve as both teachers for students in grades 9-12 and support departmental productions. Our ideal candidates are self-motivated, problem-solving team players, willing to collaborate in the development of our new program. Classes in the curriculum include: Lighting Design, Stage Management, Applied Storytelling, Scenic Design, Scenic Construction Practicum, Creative Process for the Designer, Broadcast Production, Audio and Video Production, and Costume Design.
- Must be willing to be a key member of a small, growing team! An excellent candidate is someone who will bring positive energy and fresh ideas to the table in curriculum development, student design opportunities, cross-departmental collaborations, community engagement, new technology, etc.
- Must have professional experience as designers or technicians of live productions (theatre, dance, fashion, concert) or in technology and film production.
- Must have expertise in at least one of the following areas of design: costuming, props, scenic construction, lighting, sound, SFX makeup, film, video production and/or video projection.
- Experience teaching high school or in working with children ages 14-18.
- Candidate must be willing to attain PA certification or maintain an emergency certificate if hired.
- Flexible after school hours will be required for set building, supervision of students, evening performances, etc.

To APPLY: please email your cover letter, resume, and three letters of recommendation as one pdf document to jobs@charterarts.org by May 15th.

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

Domain 1: Planning and Preparation

- Develops plans, lessons, and instructional materials that facilitate active learning; maintains up-to-date lesson plans, unit plans, and scope and sequence documents for all courses taught; shares this information with department and school leadership as requested
- Aligns curriculum and instruction with the PA Core Standards and, when applicable, artistic-specific standards
- Provides a course syllabus to all students at the beginning of the year to outline each course taught, which includes an overview of learning standards, objectives, and content covered, grading expectations, etc.
- Demonstrates knowledge of students by conducting interest inventories and preparing lessons that tap into these student interests
- Provides a variety of learning materials and resources for use in various educational activities

- Ensures that all planned instructional lessons, activities, and assessments are rigorous and challenging for all students, differentiating when necessary to meet the needs of individuals or groups of students
- Collects and analyzes data (formative and summative) to reflect on past instruction and uses this information as the basis for future instructional decision-making as appropriate

Domain 2: Classroom Environment

- Develops and maintains a positive rapport with students from diverse cultural and socio-economic backgrounds and ability groups
- Prepares the classroom and physical space for activities that are conducive to actively engaging learners
- Collaborates with students on the development of classroom procedures, norms, and expectations to ensure student behavior in the classroom is supportive of a quality learning environment
- Manage and maintain student behavior by enforcing and reinforcing school and classroom rules and procedures that are in alignment with those of the mission and vision of the school
- Communicates necessary information regularly to students, colleagues, parents, and school administration regarding student progress and needs
- Establishes and communicates clear learning objectives for all learning activities
- Holds students accountable for their words and actions in clear and appropriate ways
- Communicates expectations with students in a supportive way, and keeps lines of communication open at all times in order to model appropriate, mature communication to our students
- Create and manage a caring, supportive, purposeful, and stimulating environment for ALL students

Domain 3: Instruction

- Ensures that students are active participants in their own education
- Encourages and monitors the progress of individual students and use of information to adjust teaching plans and strategies according to students needs
- Uses relevant technology to support and differentiate instruction
- Provides appropriate critique and feedback to students on their work and/or performance
- Observes and evaluates student's tasks, performances, and assessments and development and provides support and coaching as necessary
- Utilizes the full instructional period and paces instruction to ensure students have the time, space and attention to engage with content and learn from and with one another
- Provides substitute plans, class rosters, and seating charts for all absences
- Alerts the necessary stakeholders when students are not meeting academic expectations through the established procedures within the school.

Domain 4: Professional Responsibilities

- Maintains accurate and complete records of students' progress and development; assigns and grades class work, homework, projects, and performances weekly as identified in the employee manual and updates PowerSchool weekly to reflect this information to all stakeholders
- Updates all necessary records, contact logs, etc. accurately and completely as required by laws and school policies and regulations
- Continually reflects on instructional practices to better improve on both instruction and the classroom environment for students; receptive to feedback and critique from colleagues, department leadership, and school administration
- Maintains a positive attitude and problem-solving mentality as problems arise
- Participates in appropriate professional development activities
- Proactively encourages parent and community involvement in the classroom and promptly returns and documents parent/guardian phone calls and emails

- Collaborates with department personnel, colleagues, and school administration to ensure that students with IEPs and 504s have access to an inclusive education and that their needs are being met as outlined; work with outside educational agencies when appropriate
 - Participates in department, school, district, and parent meetings
 - Seeks out and participates in professional development opportunities to support their professional interests and to maintain active and valid PA certification
 - Other as assigned
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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 or willingness to attain PA state certification
- Willingness to pay for emergency certificate if needed while attaining a PA state certification
- 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.

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 or more depending on departmental needs with productions
 - 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.

