

POSITION:

Production Arts Teacher



321 East 3rd Street, Bethlehem, PA 18015
phone (610) 868-2971 | fax (610) 868-1446

www.CharterArts.org

JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

APPLY: Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to jobs@charterarts.org. Resumes will be accepted until the position is filled.

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 Arts department is seeking a team member for the 2022-23 school year.

- This teacher will serve as a teacher 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 program's development.
- Must be willing to be a key member of a 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 a designer or technician of live productions (theatre, dance, fashion, concert) or in technology and film production.
- Must have expertise in at least one or more of the following areas of production: costuming, theater management, and/or prop making and design.
- Experience teaching high school or working with children ages 14-18 preferred.
- Candidates should 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.

Reporting Relationships: Artistic Director of Production Arts, Principal

JOB PURPOSE

At Charter Arts, we know that relationships come before content, and students are more likely to learn when they are positively engaged in class with a teacher and peers with whom they have positive relationships. Teachers are expected to create safe spaces where students feel comfortable sharing their voices as equity, diversity, inclusion, and accessibility are organizational imperatives.

Therefore, it is a teacher's purpose and responsibility to plan for and facilitate community-building within their classrooms, create collaborative and arts-integrated curriculum and learning experiences, and challenge student thinking in new and innovative ways while aligning instruction to state core and artistic standards. Further, a teacher's job is to ensure that learning is occurring by assessing, monitoring, intervening, and supporting students' individual growth and mastery. Teachers must meet their students' needs academically, socially, and emotionally and are expected to be reflective practitioners always striving to improve their instruction, classroom experience, and contribute to Charter Arts' vision and mission.

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 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 classwork, 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 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

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/BFA degree in teaching from an accredited institution or related field
- Pennsylvania teaching certificate in the appropriate subject area or willingness to attain PA state certification
- Professional experience in the field of production
- Willingness to pay for an 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.
- Schedule: All Charter Arts employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor, to help support the mission and the vision of the school. This is a part-time position with the possibility of being full-time in the future.

The Charter Arts school day requires full-time employees to be present from 7:30 am - 3:05 pm; hours may need to adjust or flex depending on the needs of the specific position as outlined by the direct supervisor.

- *Part-time with potential for potential future full time employment*
- *Part-time employees must report for their scheduled classes and duties as outlined.*
- *The Charter Arts 2021-2022 schedule may require teachers to teach on campus, off-campus, or in a hybrid format,*

including both in-person and remote instruction, to meet the needs of our students and to maintain CDC/PDE safety protocols pertaining to the COVID-19 Pandemic. Instructional days/times are subject to change as needed based on federal, state, local, or LEA decisions made in the best interest of students.

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.

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.

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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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.