

POSITION:
Seminar Teacher



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.

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www.CharterArts.org

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.

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:

- BA/BS degree in teaching from an accredited institution or related field
- Background in post-secondary planning and preparation (college and career) preferred
- Experience with Naviance preferred
- Must possess working knowledge of the PA Ready Index and its various indicators, specifically post-secondary transition and career readiness
- Experience working with high school students in a classroom setting with a focus on improving students' executive functioning skills and technology utilization (G Suite, NearPod, etc.)
- Must have the ability to actively engage students of various backgrounds, interests, and abilities in team-building activities that enhance school culture and support students in their social/emotional development, including but not limited to stress management, mindfulness and meditation, time management, and the transition into high school.
- Must be able to facilitate upbeat, meaningful classroom discussions.

Reporting Relationship(s): Seminar Department Chair, Principal

The Seminar department works closely together to facilitate student learning in the areas of Social Emotional Learning, Health, and Wellness, Family & Consumer Science, Intro to Computers, College & Career Readiness, and Arts & Engineering.

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 student's 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 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; works 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.

- Pennsylvania teaching certificate in an 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.

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
- 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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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 perform any other job-related duties requested by anyone authorized to give instructions or assignments.

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 job you applied for. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates must submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant cannot provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.