

Position: SEMINAR Teacher

Job Summary:

Perform all teacher duties and responsibilities as outlined below to provide a rigorous and engaging learning environment for all students in a creative and collaborative arts high school.

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

www.CharterArts.org

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Job/Position Specific Requirements:

- Bachelor's degree in Education, Business, or a related field from an accredited institution.
- Pennsylvania teaching certification or eligibility to obtain certification preferred.
- Experience working with high school students in a classroom setting.
- Familiarity with Naviance preferred.
- Skilled in supporting students' executive functioning skills and technology use (G Suite, Nearpod, etc.).
- Ability to engage and motivate students of diverse backgrounds, interests, and abilities.
- Committed to fostering a positive classroom environment and promoting a strong school culture.
- Experience collaborating with colleagues, particularly in cross-departmental partnerships to support students' post-secondary planning.
- Ability to lead interactive, relevant classroom discussions.
- Strong communication and relationship-building skills with students, families, and staff.

The Seminar Department collaborates to deliver engaging, skills-based instruction that supports students' growth in key areas such as Social-Emotional Learning, Health and Wellness, Family & Consumer Science, Digital Literacy, College and Career Readiness, and Arts & Engineering. Through a variety of courses, the department is committed to helping students develop essential life skills, explore personal and academic interests, and prepare for success beyond high school. This candidate will collaborate with the department to enhance and support the overall Seminar experience for our students, as well as deliver the school's College and Career Readiness curriculum.

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 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 uses 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 students' 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, 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; 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 an 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 the appropriate subject area
- 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.

- Ability to implement physical activities with students in the classroom environment to meet PE requirements
 - Sit: 40% Drive: 5% Walk/Stand: 55%
 - 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.