



## **Position vacancy announcement**

**Title:** Long Term Substitute – English Language Arts – 7<sup>th</sup> grade

**Reports to:** Middle School Principal

**Anticipated start date:** December 7, 2020

### **About our school**

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its fifth year with students in Grades 2, 3, 4, 5, 6, 7 and 8. Located on the city's North Shore, the school currently enrolls 314 students from over 40 different districts around Western Pennsylvania.

### **Teaching at PCS**

Provident teachers co-teach classes of 12-15 students. Students are grouped by ability level allowing teachers the ability to tailor instruction appropriately. Teachers are departmentalized and will focus on either Language Arts & Social Studies or Math & Science. Teachers loop with students for two years in order to minimize transitions and maintain positive relationships.

We are currently seeking a long- term substitute for a 7<sup>th</sup> grade English Language Arts class. This individual will start on or about December 7, 2020. Teachers at Provident must approach learning with creativity and leverage opportunities for multi-sensory instruction. Teachers receive comprehensive training, have shared daily planning time with other members of their department and are provided support throughout the school year in developing multi-sensory approaches to instruction that help our students learn and grow.

### **Job Goal**

- Develop lesson plans and deliver small group instruction within established curriculum guidelines.
- Collaborate with other teachers, professional staff, and administrators to address instructional and/or classroom issues.
- Respond to a wide range of inquiries from parents or guardians regarding instruction, learning and student progress.

### **Required Qualifications**

1. Pennsylvania Teaching certification (Grades 4-8 or 7-12).
2. Excellent communication, leadership, organization and problem-solving skills.
3. Outstanding dependability, initiative, creativity and decision-making skills.
4. Proficient in managing and using data to guide decisions for student programs.
5. Knowledge of federal Common Core standards and state special education regulations.

6. Ability to secure all relevant and necessary clearances.

### **Preferred Qualifications**

1. Pennsylvania Special Education certification.
2. Demonstrated knowledge of special education instructional techniques.
3. Background working with students with emotional or behavioral needs that are an impediment to learning.
4. Knowledge, training or certification in Orton Gillingham approaches to instruction.
5. Experience incorporating multi-sensory instruction in small group settings.
6. Experience teaching students who are diagnosed with dyslexia.

### **Professional Responsibilities**

1. Prepare thoughtfully tailored lesson plans with clear objectives that incorporate multi-sensory instruction techniques that align with Common Core Standards.
2. Orchestrate learning with a balanced approach to instruction, demonstration, student engagement and work time to provide students with opportunities to observe, question, investigate and explore.
3. Organize and lead activities designed to promote physical, mental and social development.
4. Adapt teaching methods and instructional techniques to meet students' needs and interests.
5. Assess student knowledge through a variety of formal and informal assessment techniques, record results and report as needed.
6. Work as a member of a team to design lessons that meet the needs of students.
7. Meet with other professionals to address students' needs and progress.
8. Establish partnerships with parents and family members to facilitate engaging, meaningful interactions about student growth and development.
9. Learn and implement assistive technology as needed.
10. Monitor students and maintain safety during non-instructional times (i.e. lunch duty, recess duty).
11. Continue to grow professionally through activities such as study of current professional literature, participation in school professional development sessions as well as local, county, regional, and state meetings and conferences.
12. Other responsibilities as assigned by the Principal.

**Terms of Employment:** 3-month, long term assignment with possibility of extension

**Evaluation:** Performance of this job will be evaluated by the Principal & CEO.

### **How to Apply**

Interested candidates should email a cover letter & resume to Leah Haile, Middle School Principal at [lhaile@ProvidentCharterSchool.org](mailto:lhaile@ProvidentCharterSchool.org). Applicants are encouraged to act with urgency.

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*