



Position vacancy announcement

Title: Classroom Environment Coordinator

Reports to: Chief Academic Officer

Anticipated start date: July 1, 2025

Classification: Exempt, 260 day employee

About our school

Provident Charter School (PCS) Central, located on Pittsburgh's North Shore, is a public, tuition-free charter school serving students in grades 2–8 with language-based learning differences, such as dyslexia. Since opening in 2016, PCS Central has grown to enroll approximately 330 students from over 40 school districts. We are dedicated to providing specialized, structured instruction that empowers bright students who may struggle with reading, writing, or executive functioning. PCS is a collaborative, mission-driven learning community where all staff are expected to model inclusive, growth-oriented practices.

Job Goals

This position plays a critical role in supporting our mission to empower students with language-based learning differences by fostering positive, structured, and inclusive classroom environments.

Strengthen Co-Teaching Relationships

- Provide targeted support to all new and/or struggling co-teaching partnerships.
- Facilitate a process of self-reflection to promote understanding and valuing of individual differences in teaching and management styles, personalities, and beliefs.
- Develop communication skills to foster open and honest dialogue within co-teaching teams.
- Equip co-teachers with strategies for effectively navigating challenges and resolving conflicts collaboratively.

Enhance Classroom Culture and Management

- Systematically observe and support the implementation of research-based effective classroom management and relationship-building strategies across the school.
- Prioritize support for classrooms identified through FCOT observations as needing focused intervention in specific areas of classroom culture and management.
- Engage in coaching cycles with teachers utilizing the Classroom Strategies Coaching Model
- Track the impact of coaching interventions on teacher practices, ODRs, and, where possible, student engagement and achievement data.

Support the Development of Teacher Efficacy and Growth Mindsets

- Cultivate a growth mindset in students by equipping teachers with explicit instructional techniques while simultaneously working to reverse limiting teacher beliefs about student behavior; ultimately enhancing their efficacy in creating positive and productive learning environments.
- Coach teachers to explicitly teach growth mindset principles to students, emphasizing effort and learning from mistakes.
- Model and support the use of growth-oriented feedback strategies and the creation of classroom environments that value learning and resilience.
- Work directly with teachers to challenge negative perceptions of student behavior, highlighting successes and introducing manageable, evidence-based strategies for positive change.
- Facilitate peer learning opportunities and provide ongoing support to build teacher confidence and a belief in their ability to effectively manage classrooms and build strong relationships.
- Share relevant research, resources, and best practices with teachers.
- Develop and deliver targeted professional development opportunities for staff on effective co-teaching strategies, classroom management techniques, and relationship-building skills based on identified needs.

Required Qualifications

1. Minimum of 5 years of classroom teaching experience
2. A PA Teaching Certificate
3. Demonstrated success in effective classroom management using PBIS-aligned strategies
4. Experience supporting diverse staff and student populations
5. Knowledge of total participation techniques and collaborative problem solving strategies
6. Strong organizational, leadership, and problem-solving skills
7. Ability to work independently toward high-level goals
8. Ability to secure all required clearances

Desired Qualifications

1. Pennsylvania Special Education Teaching Certificate
2. Experience coaching or mentoring other educators
3. Familiarity with the Classroom Strategies Coaching Model or similar frameworks

Daily Responsibilities

- **Proactive Support for Co-Teaching Teams:**
 - Facilitate initial meetings and ongoing check-ins with new co-teaching pairs to establish shared expectations and communication protocols.
 - Provide guidance and resources for co-planning, co-instruction, and co-assessment, tailored to individual team needs and strengths.
 - Offer coaching and facilitation to co-teaching teams experiencing challenges, utilizing strategies focused on communication, conflict resolution, and shared decision-making.

- o Promote the adoption of diverse co-teaching models (co-leading instruction, parallel teaching, small group support) based on student needs and teacher expertise.
- **Routine Classroom Observations using the FCOT Tool:**
 - o Conduct regular classroom observations utilizing the FCOT (Framework for Classroom Observation Tool) to assess classroom culture and management through the lens of 21 research-based strategies for effective classroom management and relationships.
 - o Analyze observation data to identify school-wide trends, strengths, and areas for growth in classroom management and relationship building.
- **Targeted Support for Classrooms with Identified Needs:**
 - o Respond to administrative referrals for classrooms exceeding a predetermined number of Office Discipline Referrals (ODRs) or where concerns regarding classroom management have been raised.
 - o Prioritize support for classrooms identified through FCOT observations as needing focused intervention in specific areas of classroom culture and management.
- **Implementation of the Classroom Strategies Coaching Model:**
 - o Engage in intensive coaching cycles with teachers utilizing the Classroom Strategies Coaching Model, incorporating the following evidence-based techniques:
 - *Modeling, Behavior Rehearsal, Live Prompting, Verbal Performance Feedback, Written Performance Feedback, and Collaborative Goal Setting*

Terms of Employment: Twelve (12) month position.

Evaluation: Performance of this job will be evaluated by the Chief Academic Officer.

Salary and benefits

- Starting salary is \$60,000, actual salary will be based on experience.
- Generous time off including all school holidays and breaks.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, and life insurance benefits.
- Significant employer contribution toward health insurance.

How to apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager, at eswartz@providentcharterschool.org.

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.