



I - L E A D C H A R T E R S C H O O L

I-LEAD Charter High School

The I-LEAD Charter School provides education for grades 9 through 12 in the City of Reading, PA and opened in September 2011. Preference in enrollment is given to at risk youth ages 16-21 currently disconnected from school. The I-LEAD Charter School will provide young adults with the opportunity to reengage in their education and transition successfully into adulthood (higher education and/or employment). Youth will be prepared to be productively engaged citizens in the 21st Century economy as community leaders and entrepreneurs through an educational model that integrates life skills and academic skills. For more information, please visit www.i-leadusa.org and select Charter School from the left hand menu.

Position Description: Learning Facilitator

Learning Facilitators serve as the academic leaders and role models that exemplify life-long learners. Each Learning Facilitator will serve as an ambassador for the principles and philosophy of I-LEAD. Learning Facilitators serve as primary staff members in supporting and encouraging academic excellence and appropriate student behavior at all times for all students enrolled in the school.

Instructional Process

- Plan and implement a program of instruction that adheres to the school's philosophy, goals and objectives as outlined in the adopted core curriculum. Lessons should reflect an understanding of the Theory of Multiple Intelligence for differentiated instruction, technology, and leadership development with core academic content.
- Implement evidenced-based teaching practices.
- Learning Facilitator lesson plans will demonstrate creativity, flexibility, and will be well organized.
- Provide progress and interim reports on time as required.
- Create a classroom environment conducive to learning by instituting effective systems for classroom behavioral management.
- Provide instruction to all students that support their ability to meet or exceed AYP as defined by NCLB and the State of Pennsylvania.
- Participate in unannounced and announced classroom visits by Dean of Students, Head of School and/or other school personnel.
- Participate in the State Performance Evaluation.
- Fully implement a tiered instructional program in accordance with Response to Intervention.

Curriculum Development

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists with ongoing curriculum revision process, including the revision of written courses of study.
- Implements intervention services to targeted students as an extension of regular classroom activities.

Professional Growth

- Participate in weekly Professional Learning Community (PLC) meetings with grade level and content area team members.
- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains membership in appropriate professional organizations.
- Cooperates with the administration in planning appropriate in-service training programs at the school.
- Attends staff, department, and committee meetings as required.

Student Evaluation

- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, mastery skills check lists, curriculum assessments, Achieve 3000, Acuity, TechLiteracy, and State-wide assessments.
- Participates in data driven decision making; makes appropriate adjustments in the instructional program as required by the Academic Dean.
- Maintains student portfolios in accordance with school policy.

Responsibilities to Parents

- Participate in the Parent Orientation Evening event.
- Participate in quarterly Parent Leadership Academies held in the evening.
- Maintain regular, ongoing communications with parents to ensure that information is shared in a manner that supports student learning.
- Provide an overview of homework expectations for students to parents.
- Submit all academic performance information on time and routinely share with parents, e.g., Parent Teacher Conferences, student report cards, Parent Leadership Academies, and PSSA (and other assessment) Preparation materials.

Responsibilities to I-LEAD

- Maintain a healthy, safe classroom environment. This will include ensuring that at the end of each day, chairs are stacked on desks, trash is placed in the appropriate receptacles, and food eaten in the classroom is discarded appropriately.
- Ensure all windows are free of tape of any kind.
- All classroom doors are to remain unlocked during the school day.
- All classroom doors are to remain free of ANY obstruction impeding view into the classroom.
- Demonstrate ability to work with grade level team as well as the school leadership team.
- Participate in at least one specific school level planning group including but not limited to the following:
 1. Student Achievement Committee
 2. Parent Leadership Academy
 3. Graduation Planning
 4. Curriculum Assessment
 5. Positive Behavior Support Team Planning
 6. Curriculum Enrichment Planning

Position Requirements

- Minimum B.A. or B.S. Degree
- Pennsylvania Certification, Comparable Certification from another state, or commitment to work toward and obtain Certification as a condition of hire.
- Three letters of reference that speak to skill level relating to classroom instruction or, in the case of first year teachers, classroom performance.
- Copies of the last two most recent Performance Evaluations or, for first year teachers, Student Teacher Evaluations.
- Valid Federal and State Criminal Background clearances and Child Abuse Clearance. If clearances are not current, they can be brought to the in-person interview to avoid application delay.
- Bilingual English/Spanish preferred.
- Candidates of color strongly encouraged to apply.

Salary and Timeline

- Salary will be commensurate with experience and education.
- **Please forward a letter of interest and resume by email to Cynda Clyde at cclyde@i-leadusa.org.**