Job Posting for September 2020

Custodial/Janitorial Worker - will perform custodial and maintenance duties in and around the campus facilities, troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations. High school diploma; supplemented with three (3) years of related work experience. Child Abuse, Criminal and FBI Clearances required. Bilingual (Spanish/English) a plus. (Part-Time) **ON HOLD UNTIL PANDEMIC HOLD IS LIFTED**

Safety Team Member - is responsible to enforce procedural rules and regulation. Ensure the personal safety of children, staff, visitors, and property. Maintain security and safety for assigned areas. High School diploma education or GED and two years’ general experience in security, law enforcement or military police. (Full-Time & Part-Time)

Food Service Worker - is responsible for the preparation and serving of food complying with all applicable state sanitation, health, and personal hygiene standards by following established food production policies and procedures for the health, comfort and benefits of the students. High School Diploma or GED preferred. Experienced in quantity food production and preparation preferred. Knowledge of measuring, weighing, following recipes and operating equipment in a production kitchen. Ability to follow written and oral instructions and procedures. Numerical and clerical ability to calculate and record production quantities, inventory, and operate computer for necessary lunch charges. Demonstrates exceptional manual dexterity, auditory and visual skills. Educated and certified in food safety and sanitation required. (Part-Time) **ON HOLD UNTIL PANDEMIC HOLD IS LIFTED**

School Bus Driver - is responsible for operating safely and courteously, a bus or van through heavy or light city or highway traffic, in all conditions, and following all rules and regulations. High School diploma or General education degree (GED). Excellent driving record. Must have or obtain Commercial Driver’s License Class B with Passenger endorsement. First Aid and CPR Training. Pass physical exam, drug and alcohol tests. (Part-Time)

Bus Attendant - will be providing support within the student transportation services area with specific responsibilities for assisting special education students during transport to and from school and/or special activities; ensuring orderly entering and leaving of bus patrons; maintaining seat chart of riders; and ensuring the safety and sanitation of assigned vehicles.
Must have High School Diploma or equivalent and job related experienced is desired. First Aid and CPR Training. **ON HOLD UNTIL PANDEMIC HOLD IS LIFTED**

**Reading Specialist** - is responsible for creating a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student’s ability; to establish good relationships with parents and other staff members. Bachelor’s Degree from accredited university or college required. Bilingual (Spanish and English) preferred. Some knowledge in bilingual education. Pennsylvania Teacher’s Certificate required (Reading Specialist preferred) (Full-Time)

**School Counselor** – is responsible for providing emotional, mental, and professional support to students, and guides them through steps to promote their positive behavior. Bachelor’s Degree in guidance in counseling, in psychology, in social work, in education or related field from accredited university or college required. Bilingual (Spanish and English) is a preferred. Knowledge of child development - specifically of physical, emotional, and developmental patterns. Pennsylvania Teacher’s Certificate as a School Counselor required. (Full-Time)

**SPED Coordinator** – is responsible for either carrying out a number of small to mid-scale projects and/or tasks to assist in the accomplishment of District / School goals and assist others in the accomplishment of specific projects. This position has no direct supervision responsibilities and may work under the direction of multiple resources across the organization. In short, this position will be helpful in overcoming staffing limitations across multiple departments in the pursuit of said objectives. Have experience entering, organizing and monitoring large amounts of data. Have a skill for quickly learning various data entry and school information systems. Should be comfortable communicating to the administration and end users regarding data integrity issues. Thrive in a fast-paced and ever-changing environment. Proficiency with Powerschool, Microsoft Excel, Microsoft Word. Strong organizational skills and a detail orientation required. Must have 1-2 years of work experience related to data entry and integrity of information. Must have a Bachelor’s degree. Pennsylvania Supervisor of SPED or SPED Certification required. (Full-Time)

**Compliance Coordinator** - is responsible for ensuring compliance to established policies, procedures and/or regulations; and addressing other duties and processes required to maintain the school’s program of services and to maintain all systems required to document said compliance. Responsibilities include: managing the school’s compliance related to special education programs, specifically IEP and annual testing as well as all related services and developing aligned goals and objectives. Additionally, recommending policies; planning, implementing and working with staff in evaluating the special education programs and services and classroom instruction, as well as relevant supervision as indicated for contracted staff. Finally, they will act as a liaison with other school and network staff, serving as a resource as needed. Master’s Degree from accredited university or college required. Some knowledge in
bilingual education. Three years teaching experience in Special Education Teaching required. Pennsylvania Teacher’s Certificate required in Special Education (PK-6 or &-12). (Full-Time)

School Psychologist – is responsible for providing cognitive, social, and personal development of all students. School Psychologist will conduct psychological assessment, crisis response, individual and group counseling, school-based consultation, and research. School Psychologist assist teachers, parents, and students in understanding, preventing, and addressing learning, behavioral, developmental, and emotional difficulties. School Psychologist will help students succeed academically, socially, and emotionally. They collaborate with educators, administrators, families and other mental health professionals to create a safe, healthy, and supportive learning environment for all students and strengthen connections between home and school. Master’s degree in Psychology. Appropriately licensed/certified by the Pennsylvania Board of Educational Examiners. Post Masters level of professional training in an approved school psychology training program with institutional recommendations. (Educational Specialist degree Ed.S.). Certified by the National School Psychology Certification Board (NSPCB). Certified by National Association of School Psychologists (NASP). Pennsylvania Teachers Certification as a School Psychologist. (Full-Time)

Nursing Support - meets basic patient needs in routine, non-complex nursing situations; assists the registered nurse in the delivery of school health programs; implements care as directed by the registered nurse; assists educational staff in the delivery of instruction; functions as an assistant to the RN in more complex nursing care situations; participates in evaluation of care; monitors student health plans and performs other related functions as required. Current PA State License Practical Nurse (LPN) license required. Current certification in CPR/First aid required. Minimum of one (1) year experience in public health nursing, community health nursing, school health nursing or pediatric nursing. Bilingual Preferred strongly (Spanish/English). CPR certified, Registered Nurse License, Pennsylvania Licensed Practical Nurse. (Full-Time)

Bilingual Instructional Assistant - providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings. High School diploma or equivalency is required and 48 or more on college transcript preferred. Job related experience is desired. CPR and First Aid Certification required. Must be bilingual Spanish/English (Full-time). ON HOLD UNTIL PANDEMIC HOLD IS LIFTED

Instructional Assistant - providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings. High School diploma or equivalency is required and 48 or more on college transcript preferred. Job
related experience is desired. CPR and First Aid Certification required. (Full-time). **ON HOLD UNTIL PANDEMIC HOLD IS LIFTED**

**Senior Lead Educator** - is assigned centrally and consigned to schools. The Senior Lead Educator position involves four primary responsibilities: coaching, facilitating professional development, and conducting instructional analyses, contributing to teacher evaluations. Senior Lead Educators are members of the leadership team and regularly attend instructionally focused leadership team meetings at the assigned ASPIRA of PA School. Senior Lead Educators are involved in the school-wide teacher and student data analysis process. Must have a Master Degree in Education. Must be certified in a content area. Must have a minimum of 3 years of coaching experience. Must have strong interpersonal skills related to coaching leadership skills. Must have strong written and verbal communication skills. Must have documented gains in student achievement as a teacher. Bilingual Spanish preferred. Pennsylvania Teacher’s Certificate is required. PA Principal Certificate preferred. (Full-time)

**Child Care Worker** - is to cooperate in a supportive role carrying out developmentally appropriate activities that promotes health, nutrition, and education of the children and to attend to their safety and welfare. Ability to effectively interact and relate to children in a developmentally appropriate manner. Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education. High School Diploma and Child Development Associate (CDA) is required. Bilingual in Spanish preferred. CPR/AED/First Aid Certified is required. (Full-Time) **ON HOLD UNTIL PANDEMIC HOLD IS LIFTED**

**Substitute Teacher** - is responsible for creating a flexible for the head start program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for high school grade education in accordance with each student’s ability; to establish good relationships with parents and other staff members. Bachelor’s Degree from accredited university or college required. Bilingual (Spanish and English) preferred. (Per Diem)

**Adjunct Professor (Web Design)** - imparts knowledge to the student following a prescribed course description and objectives, records attendance daily, records grades on a timely basis, attends meetings as scheduled, manages the classroom effectively, advises students as needed, teaches to all intelligences, and aids the school in its retention efforts. A Bachelor Degree is preferred or at least 2 – 3 years’ work experience in the specific field of instruction and two years teaching experience in the specific field of instruction or related work experience approved by the Campus Director. Degree must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Minimum of one-year applicable experience in the subject matter area is required. Teaching experience in post-secondary education at an accredited institution is preferred. Knowledge of Linux and Cisco desired. Information Technology certifications (i.e. JavaScript, PHP, SQL, HTML, C++, CSS, Adobe, Premier Pro, etc.) (Part-Time)
School Board Liaison - is responsible for assisting the Charter School Board. Education: A Master’s degree or equivalent in school administration is highly preferred; expertise in administering a school, preferably a cyber/charter school. Knowledge/Skills: Educational Administration, Cyber/Charter School, Problem Solving, Statistical Analysis, Educational Planning, Interpersonal Relations, Educational Technology, Curriculum and Instruction. Experience: Prior work with a nonprofit organization, preferably a cyber/charter school. Duration: This position is full time and designed to last for one or two-years depending on the needs of the Board. (Full-Time)

ASPIRA Inc. of Pennsylvania is an EEO Employer

External Candidates must send their resumes to employment@aspirapa.org

September 7, 2020