



## **Job Posting for February 2019**

**Chief Financial Officer** - is responsible for directing the fiscal functions of the corporation in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board and other regulatory and advisory organizations and in accordance with the financial management techniques and practices appropriate within the industry. BA in a related field required, MBA preferred. 10 to 15 years of related experience and/or training; or equivalent combination of education and experience. Proven ability to complete accurate financial analysis. Demonstrated verbal and written communication skills. Proven ability to work as part of an interdisciplinary team with individuals from diverse backgrounds and programs. (Full-Time)

**Safety Team Member Floor** - is a working supervisor and reports to the Safety Team Supervisor of the assigned ASPIRA School of ASPIRA Inc. of Pennsylvania. The STM Floor Lead is responsible for enforcing ASPIRA and ASPIRA School procedural rules and regulations. 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. Must obtain and maintain School Police credentials. (Full-Time)

**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)

**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)

**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)

**Kitchen Supervisor** - 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 is required. Experience in working in a kitchen. Experiencing in managing and supervising a kitchen. Food Safety Certification is required. Must bilingual Spanish/English. (Full-Time)

**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)

**Accounting Manager** - Accounting Manager is responsible for the continuous improvement of the financial systems and accounting processes to ensure timely, accurate closings and budget to actual variance analysis for multiple entities. While the position will not have direct reports, the Accounting Manager will oversee accounting team resources in those activities that are necessary to maintain the accounting records. Must possess strong sense of ownership of assigned tasks; furnishes work products on time devoid of careless mistakes. 3 years' experience as an Accounting Manager preferably with multi-entity organization. Thorough understanding of GAAP and accrual accounting principles. High level of expertise with Microsoft Excel. Work collaboratively and have impact without formal authority. Strong communication skills and follow-through. Strong organizational skills, attention to detail, and demonstrated ability to manage multiple projects simultaneously and adapt to changing priorities. Positive attitude and willingness to learn. Ability to maintain confidentiality and not divulge company, team members and intellectual property information. (Full-Time)

**Behavior Specialist** - is responsible for their formation and behavior while at school and at all school sponsored activities. This includes their supervision, mentoring and discipline, as needed. The Behavioral Support Specialist is responsible for the day to day activities of the school. The Behavioral Support Specialist is expected to provide leadership on issues of student formation, behavior and parent involvement. The overarching goals of the position are to encourage and support positive student formation and behavior and to engage parents in the success of their children. Bachelor's Degree in Education, three years' successful teaching or prior job related experience with increasing levels of responsibilities in a school setting. Pennsylvania Teacher's Certificate encouraged. (Full-Time)

**Community Outreach Coordinator** - Coordinator is responsible to improve student achievement by assisting in the creation of community involvement in ASPIRA schools by assessing school, parent and other community needs and coordinating parent involvement, family support activities and community outreach programs at assigned schools in response to those needs and by assisting in the coordination of the planning, implementation, monitoring, communicating and evaluation of activities and services for parents and other community members at school facilities and in the community. Must have an Associate Degree from an accredited college or university with major course work in family support, community development, parent outreach, early childhood, or related field. Two years of progressively responsible experience in assessing parent involvement and/or community education needs and in parent involvement and/or community education program development, or closely related field. Possession of, or ability to obtain, a valid Pennsylvania driver's license. (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 equivalent is required with a Para Pro Assessment Test or 60 credits on college transcript preferred. Job related experience is desired. CPR and First Aid Certification required. Must be bilingual Spanish/English (Full-time).

**Information Technology Technician** - will be responsible to provide maintenance of the computer desktop environment by analyzing requirements, resolving problems, installing hardware and software solutions, and supporting the internal IT Helpdesk. You will be responsible for administration and internal support of the organization's PCs, printers, servers, and related equipment. Tasks include end user support, license tracking, and performing PC maintenance, upgrades and configurations. Must have a high school diploma. Possession of a certificate in information systems, data processing, electronics technology, mainframe operations, or microcomputer systems gained through completion of a one-year, college level curriculum is desirable. (Full-Time)

**School Nurse** – is responsible for provides preventive health services to facilitate the student’s optimal physical, mental, emotional and social growth and development. Identifies problems and disabilities and provides such services as case finding, health education, referring and care in order to help prevent serious health problems which would later be more difficult and costly to address. Supports the education process by working to assure the health of the students. Qualified to practice as a Registered Nurse in the State of Pennsylvania and holds a restricted license. Certified in CPR or BLS (or obtain in the first 6 months). a) B.S.N. or Registered Nurse with a bachelor’s degree in a related discipline. b) Minimum of one (1) year experience in public health nursing, community health nursing, school health nursing or pediatric nursing. c) Bilingual Preferred strongly (Spanish/English). Pennsylvania Certification School Nurse. (Full-Time)

**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)

**Social Media Specialist** - is responsible for the ongoing management and growth of Key Scripts social media presence in alignment with business strategies and direction. The Social Media Specialist gradually achieve superior customer community engagement, website traffic by strategically exploiting all aspects of the social media marketing roadmap. Experience with social media platforms, including, but not limited to Facebook, Pinterest, Twitter, YouTube, Google+, and LinkedIn. Experience writing, editing and crafting content for the social media space. Excellent consulting, writing, editing (photo/video/text), presentation and communication skills. Demonstrable social networking experience and social analytics tools knowledge. Adequate knowledge of web design, web development, CRO and SEO. Knowledge of online marketing and good understanding of major marketing channels. Positive attitude, detail and customer oriented with good multitasking and organizational ability. Fluency in English (Bilingual Spanish Preferred). Knowledge of current Social Media regulations. (Full-Time)

## **ASPIRA of PA SCHOOLS School Year 2018-2019**

**High School Business Teacher** - High School Business teacher is responsible for maintaining an environment conducive to learning and helping their students master industry standards, aligned to PA CTE State Standards. Teachers should be able to establish effective rapport with

students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in Business (or ability to obtain) is required. Bilingual Spanish/English is preferred. (Full-Time)

**High School Computer Aided Drafting (CAD) Teacher** - High School CAD teacher is responsible for maintaining an environment conducive to learning and helping their students master industry standards, aligned to PA CTE State Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in CAD is required. Bilingual Spanish/English is preferred. (Full-Time)

**High School Special Education** - will provide quality services to special education students through a commitment to team participation in planning and implementation of student programs including special instruction, tutorial assistance, and consultation to general education staff. Bachelor's Degree from accredited university or college required. Experience with students who have autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment. Pennsylvania Teacher's Certificate required in Special Education (PK-12 or 7-12). Bilingual Spanish/English is preferred. (Full-Time)

**High School Math Teacher** - High School Math teachers are responsible for maintaining an environment conducive to learning and helping their students master math content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in secondary Math is required. Bilingual Spanish/English is preferred. (Full-Time)

**High School English Teacher** - High school English teachers are responsible for maintaining an environment conducive to learning and helping their students master English content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in secondary English is required. Bilingual Spanish/English is preferred. (Full-Time)

**High School Social Studies Teacher** - High school social studies teachers are responsible for maintaining an environment conducive to learning and helping their students master social studies content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and

to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in secondary social studies is required. Bilingual Spanish/English is preferred. (Full-Time)

**High School Science (Chemistry, Biology, and Physical Science) Teacher** - High school science teachers are responsible for maintaining an environment conducive to learning and helping their students master science content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in secondary science is required. Bilingual Spanish/English is preferred. (Full-Time)

**High School Special Education/Math** - will provide quality services to special education students through a commitment to team participation in planning and implementation of student programs including special instruction, master math content in alignment with the PA Common Core Standards. Bachelor's Degree from accredited university or college required. Experience with students who have autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment. Pennsylvania Teacher's Certificate required in Special Education (PK-12 or 7-12) and Math Certification 7-12. Bilingual Spanish/English is preferred. (Full-Time)

**High School Special Education/Social Studies** - will provide quality services to special education students through a commitment to team participation in planning and implementation of student programs including special instruction, master social studies content in alignment with the PA Common Core Standards. Bachelor's Degree from accredited university or college required. Experience with students who have autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment. Pennsylvania Teacher's Certificate required in Special Education (PK-12 or 7-12) and Social Studies Certification 7-12. Bilingual Spanish/English is preferred. (Full-Time)

**High School Special Education/Science** - will provide quality services to special education students through a commitment to team participation in planning and implementation of student programs including special instruction, master science content in alignment with the PA Common Core Standards. Bachelor's Degree from accredited university or college required. Experience with students who have autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment. Pennsylvania Teacher's Certificate required in Special Education (PK-12 or 7-12)

and Biology Certification, Chemistry, General Science, Environmental Science and Physical Science 7-12. Bilingual Spanish/English is preferred. (Full-Time)

**ELL Teacher (1 Positions in Middle School)** - is responsible for developing bilingual students' ability to effectively perform courses of study in the English language by implementing the district approved curriculum; documenting teaching and student progress/activities/outcomes; providing methods to support and/or reinforce classroom goals in the home; providing a safe and optimal learning environment; developing appropriate lesson plans and instructional techniques; evaluating students level of English fluency and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc. Bachelor's Degree from accredited university or college required and a Pennsylvania Teacher's Certificate – Programs Specialist –ESL is required. Some knowledge in bilingual education. Bilingual in Spanish is preferred. (Full-Time)

**Elementary/Middle School Special Education (5 positions)** - will provide quality services to special education students through a commitment to team participation in planning and implementation of student programs including special instruction, tutorial assistance, and consultation to general education staff. Bachelor's Degree from accredited university or college required. Experience with students who have autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment. Pennsylvania Teacher's Certificate required in Special Education (PK-12 or PK-6). Bilingual Spanish/English is preferred. (Full-Time)

**Bilingual Elementary Teacher** - are responsible for maintaining an environment conducive to learning and helping their students' master all elementary content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in Elementary K-6 or Pre-K-4 is required. Bilingual Spanish/English is required. (Full-Time)

**Middle School Math Middle School Teacher** – are responsible for maintaining an environment conducive to learning and helping their students' master Math content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in Middle School years 4-6 Math or Math 7-12 is required. Bilingual Spanish/English is required. (Full-Time)

**Middle School Science Teacher** - are responsible for maintaining an environment conducive to learning and helping their students' master Science content in alignment with the PA Common

Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in Middle School years 4-6 in Science is required. Bilingual Spanish/English is required. (Full-Time)

**Middle School ELA Teacher** – are responsible for maintaining an environment conducive to learning and helping their students' master English Language Arts content in alignment with the PA Common Core Standards. Teachers should be able to establish effective rapport with students, motivate students to develop skills, knowledge, and to create and adjust lessons. Teachers will also be expected to maintain contact with parents and guardians. Bachelor's Degree from accredited university or college and a Pennsylvania Teacher's Certificate in Middle School years 4-6 in English Language Arts is required. Bilingual Spanish/English is required. (Full-Time)