



Job Posting for January 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)

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)

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). One to three months related experience and/or training. 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)

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).

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).

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)

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)

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)

Early Childhood Teacher Assistant - will assist the lead teacher and 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 sensitive to individual children's differences and needs, and be willing to adjust the program & curriculum to meet those individual needs. 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. Must be able to relate with and speak to parents in a respectful and courteous manner. Must be willing to work in a team environment; be willing to share ideas & be open to other's ideas; be flexible & willing to compromise. Associates Degree in Early Childhood Education is required or a Childhood Development Associate (CDA). Bilingual in Spanish preferred. CPR/AED/First Aid Certified is required.

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)

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)

Confidential Secretary - serves as confidential secretary to the administrators of the assigned school. Manages unique and sensitive secretarial duties of a difficult or specialized nature. Composes correspondence, interacts with departmental managers and administrators on the behalf of an administrative superior, and performs a variety of administrative clerical functions. High School Diploma or GED required, and college credits. Associates Degree preferred. Bilingual (Spanish and English) required. Four years of full-time secretarial experience. Required English grammar, spelling and punctuation. Technology savvy. (Full-time)