



Job Posting for April 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)

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)

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).

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)

Receptionist/Clerical Support - will be responsible for answering incoming calls, directing calls to appropriate staff, mail distribution and providing additional clerical support. The Receptionist is the first point of contact for the entire organization, which requires a positive attitude and polished, professional appearance. This position will multi task a variety of front office activities. High School Diploma or GED required. Bilingual (Spanish/English) required. Required English grammar, spelling and punctuation. Technology savvy. Polished professional with outgoing attitude and be a team player. Comfort and experience interfacing with various levels of staff and management, while working in a fast-paced environment. (Part-Time)

Head Start Family Advocate/Administrative Assistant - Degree or credential in social work, family engagement, or related field required. English and Spanish fluency required in reading, writing, speaking, and translation. Ability to balance tasks and paperwork, with high organizational and family interactions skills a must! Ability to work with young children in calming techniques. Minimum 1 year in similar ECE position highly preferred. Knowledge of COPA, FPAs, and Head Start monitoring systems highly preferred. Position is in reception area in extremely busy school office and requires excellent phone and receptionist skills, creation of documents, input and monitoring of systems, and ability to meet deadlines for compliance. FBI, PA Criminal and Child Abuse Clearances, and updated physical with TB necessary. 12-month position. (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)

ASPIRA of PA SCHOOLS School Year 2018-2019

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 (all grade levels) - 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 - 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)

Elementary School 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 preferred. (Full-Time)

Elementary Special Education Teacher - 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-8). Bilingual Spanish/English is preferred. (Full-Time)

Middle School Technology Teacher – will provide quality services to Technology student's grades kindergarten through twelfth grade, 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. Bilingual (Spanish and English) preferred. Pennsylvania Teacher's Certificate in Technology required. (Full-Time)

Middle School Math 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)