

Holy Family Institute

Journey of Hope Program

Teacher

Reports to: Educational Coordinator

Location(s): Main Campus

Hours: This is a full-time 12-month position.

General Statement of Duties: Provide education for children in the program that are in our care. Will work in conjunction with other classroom teachers, teacher assistants, and ESL teacher. Teacher will provide educational services and assessments, including curriculum building, meeting FLORES standards for educational requirements. ***Candidates must be fluent in English and Spanish (read, write and speak).*** Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Essential Functions:

1. Promote the mission and philosophy of Holy Family Institute.
2. Exhibit appropriate classroom management techniques.
3. Demonstrate appropriate teaching techniques.
4. Must be flexible and willing to adapt to a non-traditional school setting.
5. Contribute to the growth and development of the content area being taught.
6. Willingness to collaborate with other teachers to maintain a creative yet structured learning environment.
7. Demonstrate knowledge of subject matter.
8. Teacher must feel comfortable and confident with teaching 1-to-1, small group instruction as well as lead full group lessons.
9. Evaluate student progress and provides meaningful feedback and positive reinforcement.
10. Maintain a positive working relationship with faculty and fellow staff.
11. Clearly defines classroom rules and implement appropriate positive behavioral motivation strategies and or techniques when necessary.
12. Complete required documentation in keeping with agency standards.
13. Develop skills to enhance academic success.
14. Must be open to alternative, whole language, whole child teaching methods.
15. Provide classroom activities that will help students adapt to a public school setting and experiences that provide exposure to important aspects of American culture.
16. Conduct frequent evaluation of student progress and write weekly progress notes.
17. Maintain communication with director, staff, etc.
18. Adhere to other requests as indicated by supervisor.

Minimum Requirements:

Bachelor/Master's Degree in education. PA certified teacher preferred. Prior teaching experience with elementary aged students strongly encouraged. Candidate must have good communication and organizational skills. Current Act 33/34 & FBI digital fingerprint clearances, valid PA Driver's license is required. ***Must be fluent in English and in Spanish.*** EOE

Please visit www.hfi-pgh.org/careers to complete the online application.