



Holy Family Institute Journey of Hope Program Teacher

Reports to: Educational Coordinator and Assistant Educational Coordinator

Location(s): Main Campus

Hours: This is a full-time 12-month position. 8am – 4pm.

MISSION AND NEED: Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

General Statement of Duties: Provide education for children in the Journey of Hope program with the potential to support other educational programs at HFI. Teachers will work in conjunction with other program education staff to create content area plans, such as content maps, unit plans, lesson plans, subject area assessments and assignments. 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. Exhibits appropriate classroom management and teaching techniques
2. Must be flexible and willing to adapt to a non-traditional school setting
3. Maintains a classroom environment that contributes to a positive educational experience
4. Demonstrates knowledge of subject matter
5. Leads 1-to-1, small group, and full group instruction
6. Delegates work to teaching assistants and provides them with differentiated materials to implement as needed
7. Evaluates student progress and write weekly progress notes
8. Provides meaningful and timely feedback to students about progress

9. Adapts to a diverse team and shifting student population
10. Utilizes a team approach and participates in team meetings
11. Defines classroom rules and procedures with students and staff
12. Implements appropriate behavioral motivation strategies guided by the HART model
13. Completes required documentation and maintain program policies in alignment with agency standards
14. Develops professional skills to enhance academic success
15. Possesses willingness to utilize alternative whole child teaching methods
16. Creates and implemenst content area course material
17. Provides classroom activities that aid in adapting students to a public-school settings and important aspects of American culture
18. Performs duties of a Youth Care Worker as needed
19. Supports Nazareth Prep as needed
20. Adheres to other requests as indicated by supervisor

Minimum Requirements:

Bachelor's degree required, Master's Degree preferred. A degree in education preferred. PA certified teacher preferred. Must be able to read, write, speak in English, bilingualism preferred. One-year prior teaching experience is required, both traditional and non-traditional settings are acceptable. Knowledge of second language acquisition and techniques for teaching English language learners is preferred. Experience working with youth who are in 24/7 residential, or group care facilities is a plus. Candidate must have good communication and organizational skills. Must be able to obtain current Act 33/34 and FBI clearances are required. EOE

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer