



Learning Facilitator

Position Description: Learning Facilitators (e.g. Teacher) serve as the academic leaders and role models that exemplify life-long learners. Each Learning Facilitator will serve as an ambassador for the principles and philosophy of I-LEAD. Learning Facilitators serve as primary staff members in supporting and encouraging academic excellence and appropriate student behavior at all times for all students enrolled in the school.

Summary:

Responsible for instructing and facilitating meaningful learning of the course competencies and curriculum. Supports all facets of the learning environment as demonstrated by institutionally prescribed curriculum and learning assessments. Through preparation and learner centered instruction, delivers career education that will support graduates in meeting the evolving needs of the marketplace. Fosters a culture of learning that encourages and values mutual responsibility and respect, ethics, lifelong learning, diversity, and professional and personal development.

Primary duties and responsibilities:

- Perform the duties and responsibilities that complement the mission and vision of the I-LEAD Charter School
- Instruct assigned courses in accordance with course competencies/ objectives, and instructional materials as defined by the syllabus
- Utilizes unit and daily lesson plans
- Adequately prepare for class; review all course materials and lessons
- Deliver learner-centered instruction and encourage student success
- Manage the classroom environment
- Respond to student questions in a timely manner
- Relates industry experience to learning
- Identify and refer at-risk students to specific academic and social support resources
- Provide assistance to students who require special attention through tutorial assistance
- Record and maintain accurate student attendance and grades records
- Complete grade reports and final grade sheets, learning assessments, final examination assessments by established deadline(s)

- Possess awareness of the faculty and student handbook, and understand all the procedures and expectations, and policies stated therein
- Assist academic leadership in program evaluation, review, and revision when requested
- Maintain communication with parents/guardians through phone calls, letters, meetings, and/or home visits to ensure that information is shared in a manner that supports student learning
- Participate in ongoing in-service faculty development activities, and discipline specific professional development
- Other duties as assigned

Qualifications:

- Minimum B.A. or B.S. Degree
- Pennsylvania Certification
- Three letters of reference that speak to skill level relating to classroom instruction or, in the case of first year teachers, classroom performance
- Child Abuse, State Police, and FBI Fingerprint Clearances (Current within the last year)
- Bilingual English/Spanish preferred, but not required

Reports to: Principal/CAO

Full time: 10 months