



Job Posting for November 2018

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)

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. (Full-time)

Senior Accountant - will be responsible for performing certain accounting and reporting activities. The Senior Accountant will support, collaborate, and communicate with all members of the accounting team. The Senior Accountant will embrace ASPIRA's mission by working closely with program leaders and their staffs, grant reporting, book keeping, and other mission critical tasks as directed by the Controller in accordance with the organizations finance and

accounting procedures. Candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 3 to 5+ years of progressively responsible experience with a like sized organization. Previous Senior Accountant experience required. Preference will be given to candidates with audit experience with CPA firm. Public or Charter school experience is a plus but not required. Not for profit accounting experience required. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant or Certified Financial Analyst designations. Certified Public Accountant or Certified Management Accountant preferred. (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)

Behavior Specialist - is responsible for their formation and behavior while at school and at all school sponsored activities. This includes their supervision, mentoring and discipline, as needed. The Behavioral Support Specialist is responsible for the day to day activities of the school. The Behavioral Support Specialist is expected to provide leadership on issues of student formation, behavior and parent involvement. The overarching goals of the position are to encourage and support positive student formation and behavior and to engage parents in the success of their children. Bachelor's Degree in Education, three years' successful teaching or prior job related experience with increasing levels of responsibilities in a school setting. Pennsylvania Teacher's Certificate encouraged. (Full-Time)

ASPIRA of PA SCHOOLS School Year 2018-2019

High School Business Teacher - High School Business 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 Business (or ability to obtain) is required. Bilingual Spanish/English is preferred. (Full-Time)

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, 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) and Math 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, 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) and Biology Certification 7-12. Bilingual Spanish/English is preferred. (Full-Time)

ELL Teacher (1 Positions in Middle School) - 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 (3 positions) - 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)

Middle School Math Middle 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)

Community Outreach Coordinator - Coordinator is responsible to improve student achievement by assisting in the creation of community involvement in ASPIRA schools by assessing school, parent and other community needs and coordinating parent involvement, family support activities and community outreach programs at assigned schools in response to those needs and by assisting in the coordination of the planning, implementation, monitoring, communicating and evaluation of activities and services for parents and other community members at school facilities and in the community. Must have an Associate Degree from an accredited college or university with major course work in family support, community development, parent outreach, early childhood, or related field. Two years of progressively responsible experience in assessing parent involvement and/or community education needs and in parent involvement and/or community education program development, or closely related field. Possession of, or ability to obtain, a valid Pennsylvania driver's license. (Full-Time)