



## **JOB DESCRIPTION**

Black Studies Instructor

Urban Academy of Greater Pittsburgh Charter School

**TITLE:** Black Studies Instructor

**REPORTS TO:** Chief Academic Officer / Principal

**JOB FUNCTION:** The Black Studies Instructor will provide instructional academic direction and leadership to Urban Academy scholars. He or she will be directly responsible for lesson planning, report cards, classroom management, certain parent and guardian communications, PSSA preparation and administration, as well as external learning opportunities among other duties.

### **DUTIES and RESPONSIBILITIES**

- Plan, prepare, and execute lesson plans that encourage hands-on learning activities and engage students in black studies.
- Continue to develop and implement a black studies program factual background material, current events, discussion, and grade level activities
- Teachers courses in geography, environment and ecology, economics, civics and government, and history
- Participates in cross curricular design and instruction
- Communicate positively with parents in a variety of ways to ensure they are up to date about the progress of their student; ex: weekly newsletters, emails, phone calls, letters, text, and social media.
- Use technology to enhance instruction and provide differentiated instruction.
- Plan and design field trips related to black studies topics being covered.
- Develop and implement various assessments to provide data for student learning.
- Use data to create and implement student education plans.
- Manage student behavior in the classroom with the appropriate techniques.
- Maintain discipline in accordance with the Parent Student Handbook and the school's progressive discipline plan.
- Participate in school and staff meetings as scheduled by administration.
- Participate in quarterly meetings with parents to discuss student progress (report cards).
- Prepare classroom for activities and lessons.
- Assign and grade classwork, homework and test in a timely manner.
- Participate in school activities, committees and programs as much as possible.
- Come to work on time and regularly.
- Communicate and collaborate effectively with other staff and administration.
- Works with students, teachers and other faculty to create strategies that promote a greater chance of academic success.
- Implements intervention and advising strategies for teachers and students alike.
- Addresses poor habits relating to time management, lack of motivation, academic deficiencies and issues with goal setting.
- Helps students develop learning preferences for more effective studying.
- Identifies students who would benefit from intervention.
- Utilizes effective tutoring to help students correct their issues with learning.



- Establishes positive relationships between students, teachers, parents, principals, guidance counselors and others in order to ensure a collaborative effort.
- Integrate culturally relevant pedagogy into instruction and student interaction.

### **KNOWLEDGE, SKILLS and ABILITIES**

- Demonstrates the ability to work with children of all ages who are dealing with various learning troubles.
- Possesses excellent teaching skills and the ability to intervene when children fall behind their peers academically.
- Exhibits outstanding organization and time management skills for managing a large workload.
- Displays highly effective communication skills geared to various age groups.
- Is able to work well independently and with very limited supervision.
- Possesses the ability to make decisions based on factual evidence and observation.
- Demonstrates the ability to use multiple techniques to help students develop study, learning and testing skills.

### **EDUCATION and EXPERIENCE**

In order to work as a Black Studies Instructor, an individual must possess at least a Bachelor's degree from an accredited college or university. He or she must also possess the knowledge and understanding of culturally relevant pedagogy.

### **URBAN ACADEMY STATEMENT**

Urban Academy will be a POWER model for African American primary education, and the unprecedented combination of academic excellence, cultural energy and broad educational access.