



LEAD CLASSROOM TEACHER

The Urban Academy of Greater Pittsburgh

TITLE: Lead Classroom Teacher

REPORTS TO: Principal / Chief Academic Officer

JOB FUNCTION: The Classroom Teacher will provide instructional academic direction and leadership to Urban Academy scholars. He or she will be directly responsible for lesson planning, attendance reporting, report cards, classroom management, certain parent and guardian communications, home visits, 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 active learning.
- 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.
- Develop Student Education Plans for all students within the first month of school.
- Conduct home visits by the end of October.
- Use technology to enhance instruction and provide differentiated instruction.
- 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 trainings and 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 tests 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, Student Support Services staff, and others 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



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skills.

EDUCATION and EXPERIENCE

To work as a Lead Classroom Teacher, an individual must possess at least a Bachelor's degree in education from an accredited college or university. He or she must also possess a Pennsylvania teaching certification.

URBAN ACADEMY STATEMENT

Urban Academy will be a model for Urban education and provide a strategic combination of academic excellence, cultural relevance, and broad educational access.

SALARY

Salary starts at \$48,000 annually and varies based on experience.