



## CO-TEACHER

The Urban Academy of Greater Pittsburgh

**TITLE:** Co-Teachers

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

**JOB FUNCTION:** The Co-Teacher will provide instructions to ensure all students receive the academic assistance they need to succeed. This includes working with students who are struggling as well as those who require academic enrichment. The Co-Teacher will engage with students directly and indirectly, offering individualized and small-group support across content areas, and will occasionally be required to lead instruction as a classroom substitute. This role serves students in grades K-5 and requires close collaboration with the classroom teacher and instructional leadership team to foster an inclusive and supportive learning environment for all students.

### **DUTIES and RESPONSIBILITIES**

- Will be required to cover classrooms as needed.
- Collaborate, plan, and prepare for centers and instruction.
- Helps implement intervention and advising strategies for students.
- Assists teachers with preparing students for school-wide assessments.
- Help students develop learning preferences for more effective studying.
- Have a strong knowledge base in all content areas across all grade levels.
- Assists specials and other academic subjects with lessons when applicable.
- Communicate explicitly with teammates, coaches, and administrators promptly.
- Maintain being a positive role model and contributor to the school culture and climate.
- Will lead whole-class instruction as needed, therefore resulting in a fluctuating schedule.
- Works with students, teachers, and instructional coaches to create strategies to increase students' academic success.
- Participate in non-instructional duties such as but not limited to: recess, lunch, and dismissal duties.
- Helps teachers and other staff identify students who would benefit from intervention and enrichment.
- Required to track and input attendance into the student information system instead of the lead teacher's absence.
- Establishes positive relationships between students, teachers, parents, principals, guidance counselors, and others to ensure a collaborative effort.
- Take responsibility for analyzing and interpreting student data to drive informed instructional decisions and improve student outcomes.

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

- Works well independently and with limited supervision.
- Displays highly effective communication skills geared to various age groups.
- Possesses the ability to make decisions based on data and observation.
- Demonstrates a growth mindset by reflecting on effective practices to advance in their role.
- Exhibits outstanding organization and time management skills for managing a large workload.
- Demonstrates the ability to use multiple techniques to help students develop study, learning, and testing skills.
- Possesses excellent teaching skills and the ability to intervene when children fall behind their peers academically.
- Demonstrates the ability to work with children of all ages dealing with various learning troubles.

### **EDUCATION and EXPERIENCE**

To work as a Co-Teacher, the applicant must have completed at least two years of post-secondary study (60



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credits) or an associate degree. At least one year of experience in direct contact with children is preferred. Possessing a Pennsylvania primary education teaching certification is preferred.

### **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 \$40,000 annually.