

2190 South Razorback Road
Fayetteville, AR 72701
(479) 249-6113
info@prismeducationcenter.org

3rd-5th Grade Teacher

Prism Education Center is a values-based non-profit organization located in Fayetteville, Arkansas. The mission of Prism Education Center is to develop children of knowledge, insight, integrity, and wisdom who will impact every sphere of society by expressing and representing a standard of excellence. Prism fulfills this mission through preschool, private school, summer school, and after school programs for children ages 6 weeks to 18 years of age. The faculty, staff, and service members of Prism Education Center are committed not only to the intellectual development of students, but also the holistic development of students. Consequently, students at Prism are provided numerous activities including character development programs, arts education, physical fitness activities, social and emotional learning, and numerous other programs that build character, content knowledge, and capacity in students served through Prism's programs. Values are integrated not only in the instruction and content of each lesson, but also in the lifestyle of the individuals who teach and serve at Prism Education Center. During the summer of 2017, Prism will combine its current three campuses into one facility located at 2855 Joyce Blvd.

Position Description

Prism Education Center will hire a 3rd-5th Grade Teacher for the Prism Private School at Prism South during the 2017-18 school year. The 3rd-5th Grade Teacher is expected to follow the standards set by the standards for accreditation and the policies of the Prism Education Center program at all times. The teacher will lead a group of 3rd-5th grade students through literacy and math curriculum. The teacher will also teach a larger group of students in specific content area each afternoon. As such, the Teacher is responsible for planning and implementing curriculum, supervising children to meet their needs for nurturing and guidance, communicating with families, while providing a safe and healthy learning environment for children.

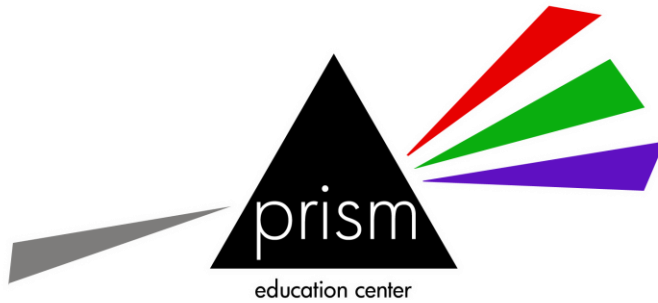
All first-year teachers should be aware of mentorship requirements and training requirements that may extend regularly scheduled hours during the week in addition to monthly staff meetings.

Supervisor(s): The Head Teacher, underneath the supervision the Executive Director

Essential Job Functions

Responsibilities will include, but are not limited to the following:

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- Maintain a safe environment
- Treat each child with respect and dignity
- Use and promote positive guidance techniques
- Work in partnership with the fellow teachers with activity planning and classroom management
- Promote healthy eating practices
- Plan, supervise, and implement appropriate activities and lessons for the class in accordance with the policies and philosophy of the school
- Assess children's needs and academic progress on an ongoing basis and use the results of assessment to plan activities
- Maintain written plans on a weekly basis
- Observe and evaluate each child's progress quarterly, and provide a written report to the director and parents at least quarterly
- Establish routines with smooth transition periods
- Work cooperatively with fellow staff members and parents
- Provide a variety of opportunities for family engagement and encourage families to participate in the program
- Attend all staff meetings and recommended training programs
- Attend and occasionally coordinate parent functions
- Notify the director in the event of absence, according to center procedures
- Perform other job duties as assigned

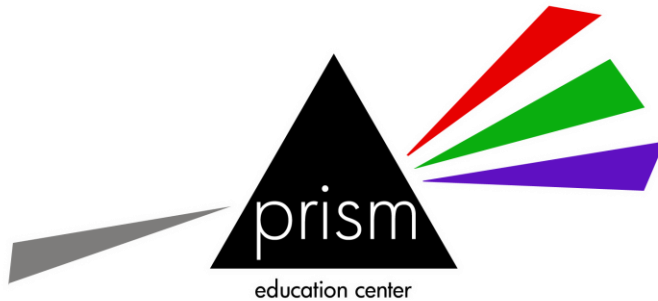
Disposition and General Responsibilities

The positive environment of Prism Education Center exists solely as a result of the attitude, position of service, and commitment to excellence displayed by the leadership, faculty, staff, and service members of Prism Education Center. The culture of Prism Education Center is a major component of the success of Prism's programs and is highly protected to ensure continuance of the values and culture highly esteemed by the organization and its program recipients. Teachers must embody the same commitment to uphold this culture.

Qualified candidates must:

- Have a passion for students and for student development
- Have a strong ability to engage learners in strategic movement through 3rd-5th grade curriculum
- Possess strong Organization Skills to manage multi grade level preps and planning
- Possess strong Classroom Management Skills
- Possess a critical eye to help develop systems that reach every learner. Students will have varying level of ability across the different age groups.

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- Demonstrate a powerful ability to build classroom culture and engage reluctant and/or performance-driven students to positively contribute to their school culture
- Have a strong foundation and understanding of upper elementary skills
- Demonstrate the ability to make effective modifications for a minority of students who have special needs
- Demonstrate a position of service
- Demonstrate the ability to work as a member of a team and value the contribution and input of others
- Create a culture of learning by designing effective and engaging lesson plans, managing classroom policies and procedures, and creating respect and rapport among students through instructional and behavior guidance techniques that are consistent with the Prism Education Center values and educational philosophy
- Demonstrate integrity and maintain the ethical standards in both operational procedures and interactions with children and their families that are consistent with Prism Education Center's values and philosophy
- Model a healthy, intellectually active, ethical, and socially sound lifestyle for students in our program. Practice sound health habits required to effectively perform the position requirements.
- Comply with all the licensing and accreditation guidelines for all related and governing agencies associated with Prism Education Center, its students, and related activities.
- Demonstrate ability to maintain activity level associated with a fast-paced environment
- Demonstrate the organizational and communication skills necessary to effectively connect students and their families to the Prism community

Schedule:

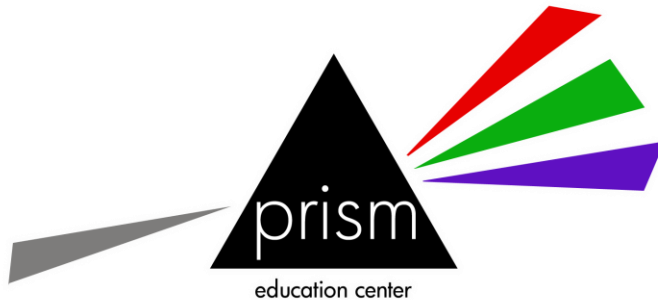
Individuals considering this position should be willing to work from 7:30 AM to 4:30 PM, Monday through Friday. Applicants should anticipate devoting an additional 3-5 hours per week outside of this time for lesson planning, after school program oversight (one day/week), professional development and/or parent outreach events.

Start Date and Contract Term

Start Date:

The official contract start date will be **August 1, 2017**.

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Contract Term:

Upon request, some flexibility may be permitted from the standard contract term. This amendment must be requested BEFORE the contract is signed.

Minimum Qualifications:

- A Bachelor's Degree from an Institution of Higher Education
- Completion of the Prism Teacher Institute or approved waiver plan developed and approved by the Executive Director

Preferred Qualifications:

- Experience working with children in a school or other professional setting

Physical and Environmental Requirements

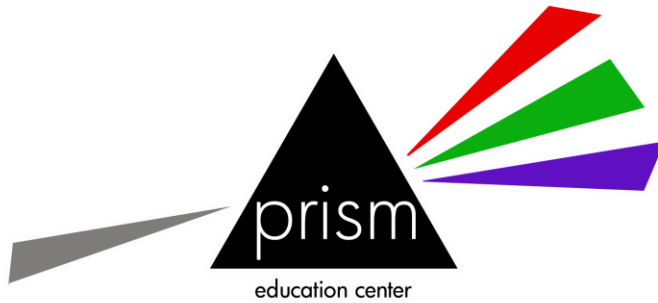
Must be physically able to perform the job of 3rd-5th Grade Teacher. Example: able to lift children and/or equipment up to 40 lbs. Able to stoop, bend, sit, and stand for extended periods of time. Remain outdoors during seasonably warm or cold times for a minimum of 60 minutes each day.

Salary Range and Benefits

- Annual salary ranging from \$23,000.00 to \$25,000.00
- Paid Time Off
- Optional Health Care Benefits
- Meal Plan
- Uniform Stipend
- Childcare Assistance or Private School Discounts
- Continuing Education Benefits (if eligible)

Prism Teacher Institute Requirements and Waivers

Because the quality of any educational program relies primarily on the effectiveness of each classroom teacher, Prism Education Center has implemented strict requirements for incoming teachers. In order to fully integrate new teachers into our organization's culture and ensure all new teachers are capable of teaching in a manner consistent with the Prism Education Center philosophy of education, all teachers are required to enroll in and satisfactorily complete the Prism Education Center Curriculum Institute and Teacher Institute.



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The 2017-18 Curriculum Institute is a course offered during the summer that precedes the contract start date for new teachers. The institute will operate on a weekly basis beginning the month of **July 2017**.

The 2017-18 Teacher Institute is offered throughout the teacher's first school year. Waivers from this training may be requested with appropriate experience and references that can verify the applicant has met the satisfactory pre-service training. Experienced or formally trained educators may receive full or partial waivers from this training through the completion of virtual modules and other supporting documents. Waivers can only be initiated through a Waiver Request Meeting.

Application Process:

Interested applicants should submit a cover letter (limit one page) and a resume by e-mail to info@prismeducationcenter.org. Your cover letter should address at minimum how the applicant meets the minimum requirements for this position.

Individuals who do not meet these requirements should not apply. Address your cover letter to Misty Newcomb and provide a narrative describing your interest and experience in education. Include at least three professional and character references with your resume. Receipt of your resume will be confirmed and forwarded to the appropriate personnel.

Other Helpful Links:

Information about Prism Education Center
<http://prismeducationcenter.org/>

Information about City of Fayetteville
<http://www.fayettevillear.com/>

Information about Cost of Living in Arkansas
<http://www.arkansas.com/relocate/financial/>