

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

## Coach

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 Coach for the Prism Private School at Prism South during the 2017-18 school year. The Coach 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 Coach will lead a group of 3<sup>rd</sup> through 12<sup>th</sup> grade students through physical education and health activities on a weekly basis. The Coach may also teach a larger group of students in specific content area each afternoon. As such, the Coach 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.

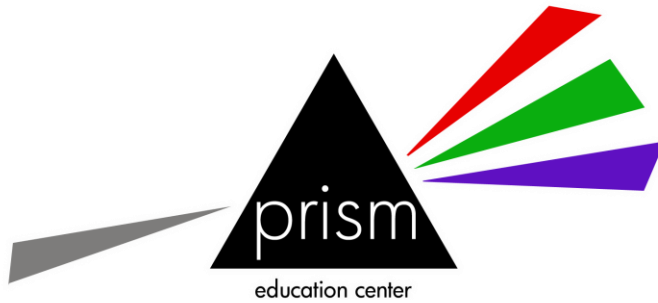
**Supervisor(s):** The Head Teacher, underneath the supervision the Executive Director

### **Essential Job Functions**

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

- Work to develop a coaching philosophy for the school and for the students who participate on teams
- Maintain a safe environment
- Treat each child with respect and dignity

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- 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

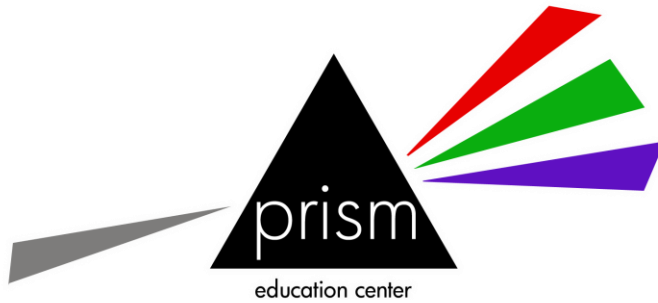
### **Disposition and General Responsibilities**

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 an ability to facilitate strong organizational systems for students
- Have an ability to chart a course for long-term projects and ability to teach students that same skill
- Have strong management systems
- Have strong interpersonal skills and ability to relate to, motivate, and inspire students
- Have the flexibility needed to move between different sports and across age groups

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- Have the management skills needed to coordinate games, volunteers and programming
- 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

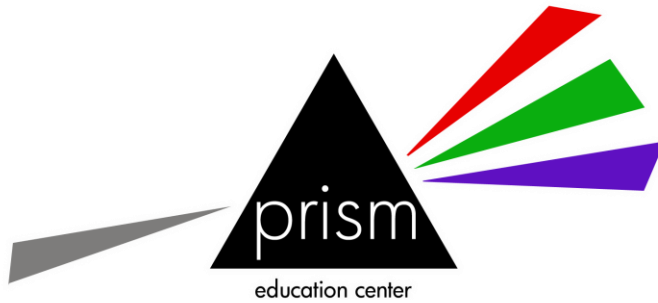
**Schedule:**

Individuals considering this position should be willing to work from 10:00 a.m. to 6:00 p.m. on Mondays-Fridays, plus attend evening games. Alternately, the position may potentially require a schedule of 8:00 a.m. to 5:00 p.m. with additional content classes in the afternoons. Applicants should anticipate devoting an additional 1-4 hours per month outside of this time for professional development and/or parent outreach events. This is a year-round position (with potential for additional summer teaching stipends).

**Start Date and Contract Term**

*Start Date:*

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



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*Contract Term:*

This is a 48-week contract with an additional stipend available for summer teaching

**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:**

- Prior work experience at Prism Education Center or other values-based organization
- Experience working with children in a professional setting

**Physical and Environmental Requirements**

Must be physically able to perform the job of 3<sup>rd</sup>-5<sup>th</sup> 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.

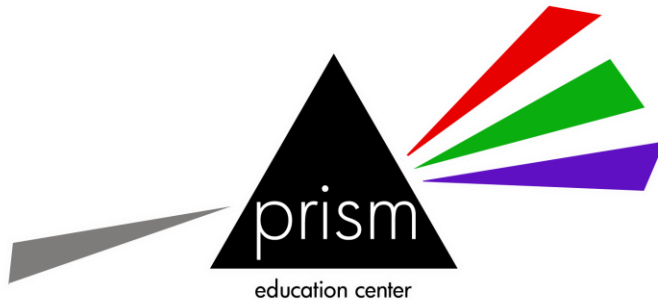
**Salary Range and Benefits**

- Annual salary ranging from \$23,000 to \$27,000
- 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](mailto: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/>