



VALLEY FORGE
PUBLIC SERVICE ACADEMY
CHARTER SCHOOL

EXHIBIT 33 – Job Descriptions

6th Grade Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

About Valley Forge Public Service Academy Charter School

Valley Forge Public Service Academy Charter School is a pioneering public charter school in Pennsylvania, dedicated to preparing students for college, careers, and civic leadership with a unique focus on public service, including law enforcement, fire safety, emergency response, and other essential community service roles. We believe that when a group of committed individuals come together, they can accomplish great things—and our school community is a testament to that belief.

Position Overview

The 6th Grade Teacher will be responsible for creating a supportive and engaging learning environment that fosters academic achievement, character development, and a commitment to public service. The teacher will deliver high-quality instruction aligned to Pennsylvania State Standards and the mission of the school, with an emphasis on preparing students for success in middle school and beyond.

Key Responsibilities

- Plan, prepare, and deliver engaging lessons aligned with Pennsylvania State Standards and school curriculum.
- Incorporate the school's public service theme into classroom activities and lessons.
- Assess and monitor student progress using a variety of formative and summative assessments.
- Provide differentiated instruction to meet the diverse learning needs of all students.
- Establish and maintain a positive classroom culture that promotes respect, responsibility, and resilience.
- Collaborate with colleagues, parents, and support staff to enhance student learning and well-being.
- Participate in school events, professional development, and community activities.
- Maintain accurate records of student performance, attendance, and behavior.
- Utilize technology to enhance instruction and communication.
- Uphold all school policies, procedures, and expectations.

Qualifications

- Bachelor's degree in education or related field required.
- Valid Pennsylvania teaching certification for Middle Level or Elementary Education.
- Strong knowledge of Pennsylvania State Standards and effective instructional strategies.
- Ability to integrate public service concepts into academic instruction.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and student success.

Preferred

- Experience teaching in a charter school or similar educational setting.
- Background or interest in public service fields such as law enforcement, fire safety, or emergency response.
- Experience using data to drive instruction and improve student outcomes.

Middle School English Language Arts Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School English Language Arts (ELA) Teacher will be responsible for delivering engaging, rigorous, and standards-based instruction in reading, writing, speaking, and listening to students in grades 6-8. This role will focus on fostering students' literacy skills, critical thinking, and appreciation for literature, while integrating the school's mission of public service into the curriculum.

Key Responsibilities

- Plan, prepare, and deliver ELA lessons aligned with Pennsylvania State Standards and school curriculum.
- Teach reading comprehension, vocabulary, grammar, writing, and speaking/listening skills.
- Incorporate public service themes and real-world applications into ELA instruction.
- Differentiate instruction to meet the diverse needs of students, including English Language Learners and students requiring additional support.
- Use formative and summative assessments to monitor student progress and inform instruction.
- Foster a classroom culture that encourages respect, collaboration, and academic risk-taking.
- Collaborate with colleagues on cross-curricular projects and literacy initiatives.
- Communicate regularly with families regarding student progress and performance.
- Participate in professional development opportunities to enhance teaching practices.
- Maintain accurate records of student achievement, attendance, and behavior.

Qualifications

- Bachelor's degree in English, Education, or a related field required.
- Valid Pennsylvania teaching certification in Middle Level English Language Arts or Secondary English.
- Strong knowledge of Pennsylvania State Standards for English Language Arts.
- Ability to differentiate instruction and meet the needs of diverse learners.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and advancing the school's mission.

Preferred

- Experience teaching ELA at the middle school level.
- Familiarity with integrating public service themes into literacy instruction.
- Experience with data-driven instructional strategies to improve student literacy outcomes.

Middle School History Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School History Teacher will be responsible for delivering engaging and rigorous instruction in history and social studies to students in grades 6-8. This role focuses on developing students' understanding of historical events, civic responsibility, and cultural awareness, while integrating the school's mission of public service into the curriculum.

Key Responsibilities

- Plan, prepare, and deliver history and social studies lessons aligned with Pennsylvania State Standards and school curriculum.
- Teach historical content, civics, geography, and economics, fostering critical thinking and analytical skills.
- Integrate public service themes and civic engagement activities into instruction.
- Differentiate instruction to meet the needs of diverse learners, including students requiring additional support or enrichment.
- Use formative and summative assessments to monitor and evaluate student progress.
- Foster a classroom environment that promotes respect, inquiry, and thoughtful discussion.
- Collaborate with colleagues on interdisciplinary projects and initiatives.
- Communicate regularly with parents/guardians about student progress and performance.
- Participate in professional development opportunities to enhance instructional practices.
- Maintain accurate records of student achievement, attendance, and behavior.

Qualifications

- Bachelor's degree in history, Social Studies Education, or a related field required.

- Valid Pennsylvania teaching certification in Middle Level Social Studies or Secondary Social Studies.
- Strong content knowledge of U.S. history, world history, civics, and geography.
- Ability to develop engaging, inquiry-based lessons that foster critical thinking.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and supporting the school's mission.

Preferred

- Experience teaching history or social studies at the middle school level.
- Familiarity with integrating public service and civic engagement themes into instruction.
- Experience using technology and primary source materials to enhance learning.

Special Education Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Special Education Teacher plays a critical role in ensuring that all students—including those with disabilities—receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE), consistent with IDEA, Section 504, ADA, and Chapter 711 of the Pennsylvania Code. Reporting to the Principal, the Special Education Teacher designs and delivers individualized instruction, collaborates with general education teachers, and supports students' academic and social-emotional development through inclusive and differentiated practices. The ideal candidate is an advocate for equity and access, committed to helping every learner reach their full potential.

Key Responsibilities

Instruction & Support

- Develop and implement Individualized Education Programs (IEPs) aligned with each student's needs, strengths, and goals.
- Provide specially designed instruction (SDI) in inclusive, small-group, and pull-out settings.
- Collaborate with general education teachers to modify curriculum and assessments for accessibility.
- Employ evidence-based instructional strategies that support academic achievement and functional performance.
- Monitor and document student progress toward IEP goals, using data to adjust instruction and interventions.

Compliance & Documentation

- Ensure all IEPs, evaluation reports, and progress updates comply with state and federal regulations.
- Participate in IEP meetings, multidisciplinary evaluations (MDEs), and manifestation determination reviews.
- Maintain accurate records and ensure timely submission of documentation per Chapter 711 requirements.
- Communicate regularly with families regarding student progress, accommodations, and supports.

Collaboration & School Culture

- Work closely with general education staff, paraprofessionals, and related service providers to ensure seamless service delivery.
- Contribute to a positive and inclusive Normative Culture where all students feel valued and supported.
- Model and reinforce the school's core values—Service, Integrity, Resilience, and Leadership—in all interactions.
- Participate in Group and Daily Assemblies to promote reflection, social-emotional growth, and community-building among students.

Professional Growth & Leadership

- Engage in ongoing professional development in special education best practices, compliance, and inclusive instruction.
- Stay current on updates to Pennsylvania and federal special education law.
- Support a culture of continuous improvement by collaborating with colleagues to refine instructional practices.

Qualifications

Required:

- Bachelor's degree in Special Education or related field.
- Valid Pennsylvania Special Education certification (Grades 7–12, or PK–8 as applicable).
- Demonstrated experience in developing and implementing IEPs.
- Knowledge of IDEA, Section 504, ADA, and Chapter 711 regulations.
- Commitment to inclusive education and equitable student outcomes.

Preferred:

- Experience working in a charter or public-service-focused school. Familiarity with MTSS, PBIS, and co-teaching models.
- Proficiency in using progress-monitoring tools and adaptive technology. Experience collaborating with multidisciplinary teams.

Skills & Competencies:

- Strong instructional design and differentiation skills.
- Excellent communication and documentation abilities.
- Empathy, patience, and cultural responsiveness.
- Ability to collaborate effectively across teams.
- Data-driven decision-making and progress monitoring. Organizational and time-management excellence.

Salary and Benefits

Competitive salary commensurate with experience. Full benefits package includes health, dental, retirement, paid time off, and professional development opportunities.

Middle School Math Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School Math Teacher will be responsible for delivering high-quality mathematics instruction to students in grades 6-8, fostering their understanding of mathematical concepts and problem-solving skills. This role includes creating an engaging classroom environment that supports academic excellence, personal growth, and an appreciation for the school's mission of public service.

Key Responsibilities

- Plan, prepare, and deliver rigorous and engaging math lessons aligned with Pennsylvania State Standards.
- Differentiate instruction to meet the needs of diverse learners, including those requiring remediation and enrichment.
- Incorporate real-world applications and public service connections into math instruction.
- Use a variety of assessment tools to monitor and evaluate student progress.
- Maintain a positive and inclusive classroom culture that promotes respect, responsibility, and resilience.
- Collaborate with colleagues to develop interdisciplinary units and cross-curricular projects.
- Communicate regularly with parents/guardians regarding student progress and performance.

- Participate in professional development opportunities to enhance instructional practices.
- Maintain accurate records of student grades, attendance, and behavior.
- Use technology effectively to support instruction, assessment, and communication.

Qualifications

- Bachelor's degree in mathematics, Education, or a related field required.
- Valid Pennsylvania teaching certification in Middle Level Mathematics or Secondary Mathematics.
- Strong content knowledge in mathematics and familiarity with Pennsylvania State Standards.
- Proven ability to differentiate instruction and meet the needs of all learners.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and supporting the school's mission.

Preferred

- Experience teaching mathematics at the middle school level.
- Familiarity with integrating public service and real-world applications into math instruction.
- Experience using data-driven instructional strategies to improve student outcomes.

Middle School Science Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School Science Teacher will be responsible for delivering engaging, rigorous, and hands-on science instruction to students in grades 6-8. This role includes teaching life, physical, and earth sciences, developing students' scientific inquiry skills, and integrating the school's mission of public service into the science curriculum.

Key Responsibilities

- Plan, prepare, and deliver science lessons aligned with Pennsylvania State Standards and school curriculum.
- Design and facilitate laboratory activities and hands-on experiments that promote scientific inquiry.
- Incorporate public service and real-world science applications into instruction.
- Differentiate instruction to meet the needs of diverse learners, including students requiring additional support or enrichment.
- Use formative and summative assessments to monitor and evaluate student progress.
- Foster a classroom environment that encourages curiosity, critical thinking, and respect.
- Collaborate with colleagues to design cross-curricular projects and STEM initiatives.
- Communicate regularly with parents/guardians about student progress and performance.
- Participate in professional development opportunities to enhance science instruction.
- Maintain accurate records of student achievement, attendance, and behavior.

Qualifications

- Bachelor's degree in science, Science Education, or a related field required.
- Valid Pennsylvania teaching certification in Middle Level Science or Secondary Science.

- Strong content knowledge across life, physical, and earth sciences.
- Ability to plan and implement engaging laboratory and hands-on activities.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and supporting the school's mission.

Preferred

- Experience teaching science at the middle school level.
- Familiarity with integrating public service themes into science instruction.
- Experience using technology and data-driven strategies to improve student learning outcomes.

Middle School Art Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School Art Teacher will be responsible for delivering engaging and creative visual arts instruction to students in grades 6-8. This role includes teaching various art techniques, art history, and fostering creative expression, while integrating the school's mission of public service into the arts curriculum.

Key Responsibilities

- Plan, prepare, and deliver art lessons aligned with Pennsylvania State Standards and school curriculum.
- Teach students a variety of artistic techniques, mediums, and processes.
- Incorporate art history and cultural studies into lessons to broaden students' artistic understanding.
- Integrate public service themes and community-based art projects into the curriculum.
- Encourage students to express themselves creatively while developing technical skills.
- Differentiate instruction to meet the needs of diverse learners.
- Maintain an organized, safe, and welcoming art classroom and studio space.
- Assess and evaluate student progress through portfolios, projects, and other performance-based measures.
- Collaborate with colleagues on cross-curricular projects and school-wide events.
- Communicate regularly with parents/guardians about student progress and achievements.
- Participate in professional development opportunities to enhance teaching practices.

Qualifications

- Bachelor's degree in art education, Fine Arts, or a related field required.
- Valid Pennsylvania teaching certification in Art (K-12 or appropriate grade level certification).
- Proficiency in various art techniques, media, and tools.
- Knowledge of Pennsylvania State Standards for the Arts and Humanities.
- Ability to design and implement engaging and inclusive art instruction.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and supporting the school's mission.

Preferred

- Experience teaching art at the middle school level.
- Familiarity with integrating public service and community themes into art instruction.
- Experience organizing student exhibitions and public art displays.

Middle School Career & Technology Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School Technology and Career Teacher will be responsible for delivering engaging instruction in technology, digital literacy, and career exploration to students in grades 6-8. This role focuses on equipping students with practical technology skills, introducing them to a range of career pathways, and integrating the school's mission of public service into career readiness activities.

Key Responsibilities

- Plan, prepare, and deliver technology and career-focused lessons aligned with Pennsylvania State Standards and school curriculum.
- Teach students digital literacy, keyboarding, online safety, and basic software applications.
- Introduce students to various career pathways, including those in public service, through research projects, guest speakers, and field experiences.
- Incorporate public service themes into career readiness and technology instruction.
- Facilitate project-based learning experiences that integrate technology and career skills.
- Differentiate instruction to meet the needs of diverse learners.
- Assess student progress through projects, presentations, and performance-based evaluations.
- Maintain and organize technology equipment and resources.
- Collaborate with colleagues to integrate technology and career skills into other subject areas.
- Communicate regularly with parents/guardians about student progress and performance.
- Participate in professional development opportunities to enhance instructional practices.

Qualifications

- Bachelor's degree in technology education, Career and Technical Education, or a related field required.
- Valid Pennsylvania teaching certification in Technology Education or appropriate Career and Technical Education area.
- Proficiency in instructional technology tools and applications.
- Knowledge of Pennsylvania State Standards for Technology Education and Career Readiness.
- Ability to design and implement engaging, hands-on technology and career lessons.
- Excellent communication, organizational, and interpersonal skills.
- Commitment to fostering a positive school culture and supporting the school's mission.

Preferred

- Experience teaching technology or career readiness at the middle school level.
- Familiarity with integrating public service themes into technology and career instruction.
- Experience managing technology resources and supporting digital learning initiatives.

Middle School Physical Education Teacher

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Principal

Classification: Full-Time, Exempt

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Position Overview

The Middle School Physical Education Teacher is responsible for developing and delivering an engaging, standards-aligned physical education program that promotes lifelong fitness, health, teamwork, and leadership. This role emphasizes the importance of physical wellness as part of the school's mission to prepare students for careers in public service and leadership. The teacher will create a safe, structured, and inclusive environment where all students can participate, develop their skills, and foster healthy habits.

Key Responsibilities

- Develop and implement a comprehensive middle school physical education curriculum aligned with Pennsylvania State Standards.
- Plan and deliver daily lessons that incorporate fitness, sports skills, teamwork, and leadership development.
- Integrate character education and the school's public service focus into PE activities.
- Incorporate assessment tools to measure student growth and skill development.
- Maintain a safe, orderly, and positive learning environment in both indoor and outdoor settings.
- Ensure proper use and maintenance of athletic equipment and facilities.
- Manage class participation, safety protocols, and student discipline in alignment with school policies.
- Foster an inclusive environment that encourages participation from students of all abilities and skill levels.
- Promote healthy lifestyles, nutrition, and overall wellness.
- Encourage student involvement in extracurricular sports and physical activities.
- Work collaboratively with other teachers and staff to integrate physical education into cross-curricular projects and school events.

- Communicate regularly with parents/guardians regarding student progress and participation.
- Participate in school-wide events, professional development, and community activities.

Qualifications

Required

- Bachelor's degree in physical education, Kinesiology, Health, or a related field.
Pennsylvania teaching certification in Health and Physical Education (Grades K–12).
- Demonstrated ability to plan, implement, and assess engaging physical education lessons.
- Strong classroom management skills and the ability to foster positive relationships with students.

Preferred

- Experience teaching middle school students in a public or charter school setting.
- Knowledge of adapted PE strategies for students with special needs.
- Coaching experience or ability to lead extracurricular sports programs.

Core Competencies

- Commitment to the mission and vision of Valley Forge Public Service Academy Charter School.
- Strong organizational and time-management skills.
- Ability to motivate and inspire students through engaging activities.
Collaborative mindset and willingness to contribute to a team-oriented culture.

Dean of Students

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Chief Executive Officer (CEO)

Classification: Full-Time, Exempt

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Position Overview

The Dean of Students is responsible for promoting and maintaining a positive, safe, and supportive school climate that fosters student growth, engagement, and success. The Dean works to ensure a culture of respect, responsibility, and accountability among students, while also providing leadership in areas of student discipline, attendance, and behavioral support. This role involves close collaboration with teachers, staff, families, and community partners to create a learning environment where all students can thrive.

Key Responsibilities

School Climate & Culture

- Lead initiatives to promote a positive school culture and reinforce core values of respect, integrity, and service.
- Implement programs to support social-emotional learning, leadership development, and character education.
- Foster strong relationships with students to encourage engagement and personal growth.

Student Discipline & Behavior Management

- Oversee the implementation of the school's code of conduct and discipline policies.
- Investigate incidents and administer appropriate consequences in accordance with school policy.
- Provide restorative practices and interventions to address behavioral challenges and support positive change.

Attendance & Engagement

- Monitor student attendance and work to reduce chronic absenteeism.
- Partner with families to address attendance concerns and remove barriers to consistent school participation.

- Recognize and reward positive student behavior and achievements.

Collaboration & Communication

- Collaborate with teachers, counselors, and support staff to develop individualized plans for student success.
- Communicate regularly with families regarding student progress, behavior, and support plans.
- Serve as a liaison between the school and community organizations that support student well-being.

Qualifications

Required:

- Bachelor's degree in education, counseling, or related field.
- Minimum of 3 years of experience in education, student services, or youth development.
- Proven ability to manage student behavior and promote a positive school culture.
- Strong interpersonal and conflict resolution skills.

Preferred:

- Master's degree in education, educational leadership, or related field.
- Experience in a charter or public-school environment.
- Training in restorative practices, PBIS, or other behavior intervention frameworks.

Skills & Competencies

- Strong leadership and relationship-building skills
- Ability to remain calm and fair in high-pressure situations
- Excellent organizational and time-management abilities
- Commitment to equity, inclusion, and culturally responsive practices
- Strong written and verbal communication skills

Salary & Benefits

Competitive salary commensurate with experience. Benefits package includes health, dental, retirement, paid time off, and professional development opportunities.

Special Education Paraprofessional

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Director of Pupil Services

Classification: Full-Time, Non-Exempt

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Position Overview

The Special Education Paraprofessional supports students with disabilities in both inclusive and specialized classroom settings under the supervision of a certified special education teacher. This role assists in implementing Individualized Education Programs (IEPs), adapting instructional materials, and providing targeted academic and behavioral support to ensure students can access the curriculum and achieve their goals.

Key Responsibilities

Instructional Support

- Assist in delivering instruction as directed by the special education teacher.
- Support students in understanding and completing classroom assignments.
- Adapt and modify instructional materials to meet student needs.

Behavioral & Social-Emotional Support

- Implement behavior intervention plans and positive behavior support strategies.
- Provide encouragement, guidance, and reinforcement to help students develop social skills.
- Supervise students during transitions, lunch, recess, and other non-instructional times as assigned.

Data Collection & Documentation

- Collect data on student performance and behavior for progress monitoring.
- Maintain confidentiality of student records in accordance with FERPA.
- Assist in preparing materials and reports for IEP meetings.

Collaboration

- Work closely with teachers, specialists, and support staff to meet student needs.

- Communicate regularly with supervising teachers regarding student progress and challenges.
- Participate in professional development and training related to special education best practices.

Qualifications

Required:

- High school diploma or equivalent.
- Completed 2 years of postsecondary education OR obtained an associate's degree OR met state-required paraprofessional certification.
- Experience working with children, preferably in an educational or special education setting.
- Ability to follow directions and implement instructional and behavioral strategies.

Preferred:

- Experience working with students with diverse learning needs and disabilities.
- Training in de-escalation techniques, positive behavior supports, or related areas.
- Familiarity with IEP implementation and data collection procedures.

Skills & Competencies

- Patience, empathy, and a genuine commitment to supporting student success
- Ability to build positive relationships with students and staff
- Strong organizational and time-management skills
- Good communication and interpersonal skills
- Flexibility and adaptability in a dynamic school environment

Salary & Benefits

Competitive hourly rate commensurate with experience. Benefits package includes health, dental, retirement, paid time off, and opportunities for professional development.

School Counselor

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Director of Pupil Services

Classification: Full-Time, Exempt

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Position Overview

The School Counselor supports the academic, social-emotional, and career development of all students, with a particular emphasis on career counseling aligned with the school's mission of preparing students for public service careers. This role involves delivering a comprehensive counseling program, providing individualized guidance, and collaborating with staff, families, and community partners to ensure students are well-prepared for postsecondary education, training, and career opportunities.

Key Responsibilities

Career Counseling & Postsecondary Planning

- Develop and deliver career exploration programs aligned to public service pathways, including law enforcement, fire safety, and emergency services.
- Guide students in identifying career interests, setting goals, and creating individualized career and education plans.
- Coordinate job shadowing, internships, and mentorship programs with community and industry partners.
- Provide resources and support for college applications, vocational programs, and industry certifications.

Academic & Social-Emotional Support

- Counsel students individually and in groups to address academic challenges, personal issues, and social-emotional needs.
- Collaborate with teachers and administrators to identify and support at-risk students.
- Implement programs to promote student well-being, resilience, and positive school climate.

Family & Community Engagement

- Engage families in the career planning and postsecondary preparation process.
- Partner with local agencies, colleges, and employers to expand career and educational opportunities for students.
- Serve as a liaison between students, families, and external service providers.

Program Administration & Compliance

- Maintain accurate student records in compliance with FERPA.
- Collect and analyze data to evaluate counseling program effectiveness.
- Prepare reports and presentations for the CEO, Board, and other stakeholders as required.

Qualifications

Required:

- Master's degree in School Counseling or a related field.
- Valid Pennsylvania School Counselor certification.
- Minimum of 3 years of counseling experience in a school setting.
- Strong knowledge of career readiness standards and resources.

Preferred:

- Experience in a charter or public-school environment.
- Familiarity with public service career pathways and related industry credentials.
- Bilingual skills to support diverse student populations.

Skills & Competencies

- Excellent interpersonal, communication, and relationship-building skills
- Ability to guide students in goal setting and decision-making
- Strong organizational and time-management skills
- Commitment to equity, inclusion, and culturally responsive practices
- Knowledge of mental health resources and referral processes

Salary & Benefits

Competitive salary commensurate with experience. Benefits package includes health, dental, retirement, paid time off, and professional development opportunity.

Principal

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Chief Executive Officer (CEO)

Classification: Full-Time, Exempt

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Position Overview

The Principal is the instructional and operational leader of Valley Forge Public Service Academy Charter School. Reporting directly to the CEO, the Principal is responsible for ensuring high-quality teaching and learning, promoting a culture of discipline and public service, and implementing systems that support student success. The Principal leads staff development, oversees curriculum implementation, and ensures compliance with academic standards and school policies.

Key Responsibilities

Instructional Leadership

- Supervise, coach, and evaluate instructional staff to ensure high-quality teaching and learning.
- Lead the implementation of curriculum and instructional strategies aligned with Pennsylvania standards.
- Use data to monitor student progress and drive continuous improvement in academic outcomes.

School Culture & Student Development

- Foster a disciplined, safe, and inclusive school culture that reflects public service values.
- Support student leadership and civic engagement programs aligned with the school's mission.
- Implement school-wide behavior management systems and restorative practices.

Staff Development & Supervision

- Recruit, onboard, and retain high-quality educators and support staff.
- Design and deliver professional development aligned to school priorities.
- Create a collaborative and results-driven professional culture.

Family & Community Engagement

- Build strong relationships with families, ensuring regular communication and opportunities for involvement.
- Engage with community partners and public service organizations to enrich student learning.
- Promote the school's mission and programs through outreach and events.

Operations & Compliance

- Support day-to-day school operations in partnership with administrative staff.
- Ensure compliance with school policies, state education laws, and charter requirements.
- Maintain accurate records of academic progress, attendance, discipline, and teacher evaluations.

Qualifications

Required:

- Master's degree in education, Educational Leadership, or a related field.
- Valid Pennsylvania Principal certification (or eligibility to obtain).
- At least 3 years of successful instructional leadership experience.
- Strong knowledge of curriculum, instruction, and assessment practices.
- Commitment to the values of public service and civic responsibility.

Preferred:

- Experience in a charter or public service-focused school.
- Familiarity with Pennsylvania Department of Education requirements and charter school law.
- Experience in school startup or turnaround settings.

Skills & Competencies

- Strong instructional leadership and coaching skills
- Ability to build a positive school culture and community
- Excellent organizational and time-management skills
- Data-driven decision making
- Excellent communication and interpersonal skills
- Culturally responsive leadership and equity-focused practices

Salary and Benefits

Competitive salary commensurate with experience. Full benefits package includes health, dental, retirement, paid time off, and professional development opportunities.

Business Manager

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Chief Executive Officer (CEO)

Classification: Full-Time, Exempt

About Valley Forge Public Service Academy Charter School

Valley Forge Public Service Academy Charter School is a pioneering public charter school in Pennsylvania, dedicated to preparing students for college, careers, and civic leadership with a unique focus on public service, including law enforcement, fire safety, emergency response, and other essential community service roles. We believe that when a group of committed individuals come together, they can accomplish great things—and our school community is a testament to that belief.

Position Overview

The Business Manager is responsible for the overall financial health and operational efficiency of the school. This includes developing and managing the budget, overseeing accounting and procurement, managing contracts and vendors, and ensuring compliance with all applicable laws and regulations. The role also includes direct oversight of Pennsylvania Information Management System (PIMS) reporting, ensuring timely and accurate submissions in accordance with PDE requirements. The Business Manager works closely with the CEO, Board of Trustees, auditors, and state agencies to maintain transparency, accountability, and fiscal responsibility.

Key Responsibilities

Financial Management & Compliance

- Develop and manage the school's annual budget in collaboration with the CEO and Board of Trustees.
- Oversee accounts payable, accounts receivable, payroll, and purchasing processes.
- Ensure compliance with state, federal, and charter school financial regulations.
- Prepare and present financial statements and reports to the Board and stakeholders.
- Coordinate and manage the annual audit process.

PIMS Reporting & Data Management

- Oversee all aspects of PIMS reporting to the Pennsylvania Department of Education.
- Ensure timely, accurate, and complete submission of required data.
- Coordinate with administrative and instructional staff to collect and validate necessary information.
- Maintain comprehensive documentation to support PIMS submissions and audit requirements.

Operations & Administrative Oversight

- Manage contracts, vendor relationships, and procurement processes.
- Oversee facility operations, safety compliance, and maintenance.
- Ensure adequate insurance coverage and risk management practices.

Leadership & Collaboration

- Serve as the financial and operational advisor to the CEO and Board of Trustees.
- Provide training and guidance to staff regarding financial processes and PIMS requirements.
- Foster a culture of fiscal responsibility, transparency, and operational efficiency.

Qualifications

Required:

- Bachelor's degree in accounting, Finance, Business Administration, or related field.
- Minimum of 5 years of financial management experience, preferably in education or the nonprofit sector.
- Demonstrated knowledge and experience with PIMS reporting.
- Understanding of GAAP and governmental accounting principles.
- Proven track record of budget management, compliance reporting, and audit coordination.

Preferred:

- Master's degree in a related field.
- Experience working in a Pennsylvania charter or public-school setting.
- Familiarity with PDE reporting systems and compliance requirements.

Skills & Competencies

- Strong analytical, organizational, and problem-solving skills
- Excellent communication and interpersonal abilities
- Proficiency in financial software, spreadsheets, and database systems
- Ability to manage multiple priorities and meet deadlines
- High level of integrity, confidentiality, and professionalism

Salary & Benefits

Competitive salary commensurate with experience. Benefits package includes health, dental, retirement, paid time off, and professional development opportunities.

Administrative Assistant

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Chief Executive Officer (CEO)

Classification: Full-Time, Non-Exempt

About Valley Forge Public Service Academy Charter School

Valley Forge Public Service Academy Charter School is a pioneering public charter school in Pennsylvania, dedicated to preparing students for college, careers, and civic leadership with a unique focus on public service, including law enforcement, fire safety, emergency response, and other essential community service roles. We believe that when a group of committed individuals come together, they can accomplish great things—and our school community is a testament to that belief.

Position Overview

The Administrative Assistant provides essential clerical and organizational support to the CEO, leadership team, and school staff. This role is responsible for managing front office operations, maintaining accurate records, coordinating communications, and ensuring the smooth day-to-day functioning of the school. The Administrative Assistant serves as the first point of contact for students, families, and visitors, delivering excellent customer service and fostering a welcoming school environment.

Key Responsibilities

Office & Clerical Support

- Answer and direct phone calls, greet visitors, and respond to inquiries.
- Manage incoming and outgoing mail, packages, and deliveries.
- Prepare correspondence, reports, and other documents as requested.
- Maintain organized filing systems, both physical and digital.

Scheduling & Coordination

- Assist with scheduling meetings, appointments, and school events.
- Coordinate logistics for staff meetings, trainings, and special events.
- Maintain school calendars and notify staff of upcoming deadlines and activities.

Recordkeeping & Data Entry

- Maintain accurate student, staff, and operational records in compliance with FERPA and other regulations.
- Input and update data in school databases and information systems.
- Assist with compiling reports and documents for PDE and Board meetings.

Customer Service & Communication

- Serve as a resource for families, students, and staff, ensuring timely and accurate information.
- Draft and distribute school communications, newsletters, and announcements.
- Maintain a professional, courteous, and welcoming office environment.

Qualifications

Required:

- High school diploma or equivalent.
- Minimum of 2 years of administrative or office support experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.

Preferred:

- Associate's degree or higher in business administration or related field.
- Experience in a school or nonprofit setting.
- Familiarity with school data systems and recordkeeping requirements.

Skills & Competencies

- Attention to detail and accuracy in work
- Ability to manage time effectively and prioritize tasks
- Strong interpersonal and customer service skills
- Professional demeanor and discretion when handling confidential information
- Adaptability and willingness to learn new systems and procedures

Salary & Benefits

Competitive salary commensurate with experience. Benefits package includes health, dental, retirement, paid time off, and professional development opportunities.

Chief Executive Officer (CEO)

Location: Valley Forge Public Service Academy Charter School, Pennsylvania

Reports to: Board of Trustees

Classification: Full-Time, Exempt

About Valley Forge Public Service Academy Charter School

Valley Forge Public Service Academy Charter School is a pioneering public charter school in Pennsylvania, dedicated to preparing students for college, careers, and civic leadership with a unique focus on public service, including military, law enforcement, fire safety, emergency response, and other essential community service roles. We believe that when a group of committed individuals come together, they can accomplish great things—and our school community is a testament to that belief.

Position Overview

The Chief Executive Officer (CEO) serves as the visionary and operational leader of Valley Forge Public Service Academy Charter School. The CEO is responsible for executing the mission and vision of the school, managing daily operations, maintaining compliance with all state and federal education laws, and ensuring high academic and operational performance. The CEO will cultivate a culture of excellence, integrity, and service, and will lead strategic initiatives to support student achievement and community impact.

Key Responsibilities

Leadership & Vision

- Lead the development, communication, and execution of the school's mission, vision, and strategic goals.
- Serve as the public face of the school and build relationships with community partners, public service organizations, and families.
- Foster a culture of public service, leadership, and academic excellence aligned with the school's unique focus.

Academic Excellence

- Oversee the academic program and ensure alignment with Pennsylvania academic standards.
- Supervise instructional leadership to ensure data-driven practices that improve student achievement.
- Support professional development and growth for teachers and staff.

Organizational Management

- Hire, manage, and evaluate senior leadership and administrative personnel.
- Develop and implement school policies in collaboration with the Board of Trustees.
- Oversee daily school operations, ensuring a safe, inclusive, and disciplined learning environment.

Finance & Operations

- Develop and manage the school's budget in collaboration with the CFO/Business Manager.
- Ensure financial sustainability and compliance with all fiscal policies and reporting requirements.
- Secure and manage grants and funding opportunities.

Governance & Compliance

- Work closely with the Board of Trustees to establish and implement school goals and policies.
- Ensure full compliance with Pennsylvania Department of Education charter school laws and all applicable local, state, and federal regulations.
- Prepare and present regular reports on academic, operational, and financial performance.

Family & Community Engagement

- Build and maintain strong relationships with students, parents, public service agencies, and the broader community.
- Promote an inclusive and service-oriented school culture that reflects the values of leadership, civic duty, and integrity.

Qualifications

Required:

- Master's degree in education, Public Administration, or a related field.
- Minimum of 5 years of senior-level leadership experience in education (preferably in charter School's).
- Proven track record of managing academic programs, budgets, and organizational strategy.
- Deep commitment to public service, civic responsibility, and student development.

Preferred:

- Pennsylvania Principal or Superintendent certification.
- Experience working with military, law enforcement, or first responder organizations.
- Experience in school start-up or charter school management.
- Knowledge of Pennsylvania charter school law and public-school funding.

Skills & Competencies

- Strategic thinking and long-term planning
- Inspiring leadership and team-building
- Cultural competence and a commitment to diversity, equity, and inclusion

- Financial and operational acumen
- Strong written and verbal communication skills
- Resilience, adaptability, and a servant leadership mindset

Salary and Benefits

Competitive salary commensurate with experience. Full benefits package includes health, dental, retirement, paid time off, and professional development opportunities