



The Steppingstone Foundation, Boston  
**SEEKING SUMMER TEACHERS**

**Position Summary:** Steppingstone is hiring middle school teachers in all subjects to teach during our six-week summer session. The salary for these positions is **\$5100** for the full summer.

The Steppingstone Foundation is a not-for-profit organization that develops and implements programs that prepare underserved students for educational opportunities that lead to college success. Steppingstone is seeking summer faculty for the following two programs: **The Steppingstone Academy** prepares middle school students from public, charter, and parochial schools in Boston to attend independent and public exam schools where they have been traditionally under-represented. **College Success Academy** prepares middle school students from Boston K-8 schools, beginning the summer after fourth grade, for high school and college success through a rigorous after-school and three-summer academic program. Steppingstone subsequently supports all Scholars in their academic and social development throughout middle and high school, and continues to support them through college to ensure their success and graduation.

**Positions:** The Steppingstone Foundation seeks teachers to join The Steppingstone Academy (TSA) and College Success Academy (CSA) in the following subject areas in grades 5-7:

- **TSA & CSA: English, Math, Science\*, Physical Education\*\*, Study Skills\*\***
- **TSA only: Writing, Perspectives (social studies/research), Latin**
- **CSA only: Humanities**

\*CSA Science teachers will work a four-day week (Monday-Thursday). They will most likely teach a physical education or study skills class in addition to science.

\*\*PE and Study Skills are typically added to a teacher's schedule on top of a core academic subject, and only meet 2-3 times each week. For example, a course load may include 3 sections of Math and one section of PE. Not everyone teaches PE or Study Skills, so please let us know if you have a particular interest in one of these.

**Responsibilities:**

- Participate in faculty orientation: **June 27-28, 2019**
- Commit to entire summer session (classes meet Monday through Friday, approx. 7:45 a.m. – 3:45 p.m.): **July 1 - August 9, 2019 (with no classes on July 4-5)**
- Teach engaging lessons to 2-4 sections of approximately 12-15 students; classes typically meet 5 times per week.
- Attend weekly faculty meetings (3:45 – 5:00 p.m.) and complete periodic written evaluations of students.
- Share certain roles necessary for administering the summer session: monitoring lunch, recess, and dismissal; supervising homeroom and attendance; and co-teaching a weekly elective class.
- TSA only: Attend the end-of-summer Commencement ceremony for Scholars in their final summer on **Saturday, August 10 (approx. 10:00-1:00)**

**Qualifications:** Candidates must have full-time teaching experience, a strong background in their subject area, experience differentiating classroom instruction, and an interest in working with diverse populations. Independent school or Boston Public Schools teaching experience is preferred. Graduate students will be considered; undergraduate degree is required. Certification is not required.

**Transportation and Location:** The Steppingstone summer session will most likely be located at Milton Academy in Milton, MA. This location will be confirmed in early spring. Faculty members are responsible for arranging their own transportation to summer session classes. Dependent upon geographic location, however, it may be possible for some teachers to be included on the summer bus routes and ride with the students. This position does not include housing.

**Application Process:** Interviews and hiring will be conducted on an ongoing basis beginning in January. Interested candidates are asked to submit via email a resume and cover letter indicating preference for subject(s) and program (The Steppingstone Academy, College Success Academy, or no preference) to Human Resources, at [jobs@tsf.org](mailto:jobs@tsf.org). Those invited to interview will be asked to deliver a 10-minute sample lesson and will be required to submit a list of three professional references.