

The Steppingstone Foundation, Boston
SEEKING SUMMER TEACHERS

Position Summary: Steppingstone is hiring middle school teachers in all subjects to teach during our summer session. The starting salary for these positions is based on \$162 per 8-hour day. Depending on the program format for this summer, teachers will work between 32 and 40 hours per week.

The Steppingstone Foundation is a not-for-profit organization that develops and implements programs that prepare students from historically marginalized communities for educational opportunities that lead to college success. Steppingstone is seeking summer faculty for the Steppingstone Scholars Program, which prepares 5th-7th grade students from public, charter, and parochial schools in Boston to attend middle and high schools that provide a path to college. One Scholars complete the Steppingstone Scholars Program, Steppingstone supports them in their academic and social development throughout middle and high school, and continues to support them through college to ensure their success and graduation.

We currently do not know if we will be able to have an in-person session for Summer 2021. We are closely monitoring the spread of COVID-19, vaccine schedules, and city/state guidelines around safety. If we are not able to hold a fully in-person session, our programming will take place virtually, or in a hybrid format (partially in-person and partially virtual).

Positions Available (ranging from Grades 5-7): Reading/English, Writing, Math, Science, Perspectives (social studies/research), Latin

The tentative dates for both in person and virtual programming are below. Currently, we are planning for six weeks of programming, but the length of the virtual and/or in person program may change as we continue our planning process:

- Summer Orientation: July 1-2, 2021
- Summer Session: July 6-August 13, 2021

Teacher responsibilities are outlined below. Note that there are some distinctions between in-person and virtual programming responsibilities, and the responsibilities listed below may need to be updated based on the nature of programming we are able to hold in Summer 2021.

- Participate in faculty orientation: **July 1-2, 2021 (tentative)**
- Commit to entire summer session: **July 6 - August 13, 2021 (tentative)**
 - If program is held in-person, classes will take place from approximately 7:45 a.m. - 3:45 p.m., Mon-Fri
 - If program is held remotely, classes will take place from approximately 9:30 a.m. - 1:30 p.m., Mon-Thu, with additional prep time built into afternoons and Fridays
- Teach engaging lessons to 3-4 sections of approximately 8-12 students each; classes will meet 4-5 times per week, depending on the nature and schedule of programming
- Attend weekly afternoon faculty meetings and complete periodic written evaluations of students
- Share certain roles necessary for administering the summer session:
 - leading homeroom
 - co-teaching a weekly elective class
 - supervising study hall, including helping students with homework
 - monitoring lunch, recess, and dismissal (in person only)

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: If we hold an in-person program, the Steppingstone summer session will most likely be located at Milton Academy in Milton, MA. Faculty members are responsible for arranging their own transportation to summer session classes. This position does not include housing.

If programming is fully virtual, faculty will work remotely from their place of residence and will not need to be in Boston. They will need to be able to log in to classes and meetings via Zoom, and access platforms such as Google Classroom.

Application Process: Interviews and hiring will be conducted on an ongoing basis beginning in March. Interested candidates are asked to submit via email a resume and cover letter indicating preference for subject to Human Resources, at 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. Interviews will be conducted via Zoom.