



## *Teaching Opportunities at Steppingstone*

### **POSITION OVERVIEW**

Steppingstone hires middle school teachers in all subjects to teach during our six-week summer session in Milton, MA. The salary for these positions is **\$5100**. Classes meet Monday through Friday from approximately 7:45 a.m. – 3:45 p.m. at Milton Academy.

We also hire ELA and math teachers for our out-of-school time academic programs during the school year. Salaries for these positions are **\$6100 (TSA)** and **\$4000 (CSA)** for the full year.

### **ACADEMIC YEAR TEACHING POSITIONS: TSA**

- Math and English teachers needed for grades 5 & 6.
- Classes held at Boston Latin Academy in Dorchester.
- Class Schedule: **September – December:**
  - Wednesdays from 4:15 – 6:45 p.m.
  - Saturdays from 8:45 a.m. – 3:45 p.m.
- Class Schedule: **January – May:**
  - Wednesdays from 4:15 – 6:45 p.m.
  - Saturdays from 8:45 a.m. – 2:15 p.m.
- Teachers must commit to teach for the entire school year.

### **ACADEMIC YEAR TEACHING POSITIONS: CSA**

- Math and English teachers needed for grades 5 & 6. Note that English teachers will teach two unique classes: Visual Thinking Strategies and Blogging. Applicants must be comfortable with, or open to learning, Google Drive and Blogger.
- Classes held at the Edison School in Brighton and the McKay School in East Boston (teachers will teach at one location).
- Class Schedule: **September – May:**
  - Tuesdays and Thursdays from 3:00 – 5:45 p.m.
- Teachers must commit to teach for the entire school year.

### **SUMMER TEACHING POSITIONS**

For our summer session, Steppingstone seeks teachers for The Steppingstone Academy (TSA) and College Success Academy (CSA) in the following subject areas for grades 5-7:

English, Writing, Science, Math, Social Studies,  
Latin, Study Skills\*, Physical Education\*

The Steppingstone Foundation is an equal opportunity employer.

*\*Study Skills and PE 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 Study Skills. Not everyone teaches Study Skills or PE, so please let us know if you have a particular interest in one of these.*

Summer responsibilities:

- Participate in faculty orientation: **June 28-29, 2018**
- Commit to entire summer session: **July 2 - August 10, 2018**
  - Classes meet Monday - Friday, approx. 7:45 a.m. – 3:45 p.m.
  - TSA only: Attend Commencement for Scholars in their final summer on Saturday, August 11 (approx. 10:00 a.m. – 1:00 p.m.)
- 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. on Wednesday or Thursday) and complete periodic written evaluations of students.
- Share certain roles necessary for administering summer session: monitoring lunch, recess, and dismissal; supervising homeroom and attendance; and co-teaching a weekly elective class.

## QUALIFICATIONS FOR TEACHING WITH STEPPINGSTONE

Candidates must have 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 INFORMATION

- **Summer:** 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.
- **Academic Year:** Faculty members are responsible for arranging their own transportation to academic year classes.

## APPLICATION PROCESS

Interviews and hiring are conducted on an ongoing basis. The summer hiring process begins in January and the academic year hiring process begins in June.

Interested candidates are asked to submit via email a cover letter indicating preference for subjects and program (The Steppingstone Academy, College Success Academy, or no preference), a resume, and a list of three professional references to Human Resources, at [jobs@tsf.org](mailto:jobs@tsf.org). Please note that candidates invited to interview will be asked to deliver a 5-10 minute demo lesson.