



steppingstone
FOUNDATION

Title: Teaching and Learning Associate

Reports to: Assistant Director of Teaching and Learning

Position Overview:

The Teaching and Learning Associate will work in partnership with the Assistant Director of Teaching and Learning and other program staff to ensure the curricular and programmatic success of The Steppingstone Academy and College Success Academy. The Teaching and Learning Associate will contribute to curriculum development and program implementation, participate in faculty members' training, and support the evaluation of program results. Saturday work and Wednesday evening work is required, and other evening work may be required periodically. The Teaching and Learning Associate will work a Tuesday – Saturday schedule during the academic year and a Monday – Friday schedule during the summer.

Start Date: Mid August or Early September

Responsibilities:

Project Management

- Participate in the design and implementation of curriculum for Steppingstone's summer and after school academic programs
- Organize and manage curriculum materials for the summer and after school academic programs
- Collect feedback from staff and faculty on curriculum and program logistics to support our goal of continued improvement of Steppingstone's programs

Teaching and Student Support

- Teach courses during the summer and academic year sessions
- Coordinate the collection and contribute to the analysis of student assessment data in order to tailor curriculum to student needs

Faculty Support

- Work with team to determine staffing requirements, hire faculty members, and identify training needs
- Assist with planning and facilitation of regular training opportunities, including faculty meetings and orientations
- Complete classroom observations and provide one-on-one feedback
- Coordinate regular communication with faculty, including weekly email updates and facilitating coverage plans for absent teachers

Qualifications:

- Demonstrated commitment to educational and racial equity and college access.
- Experience working with diverse populations; Boston Public Schools experience is a plus.
- Demonstrated knowledge of and experience in research-based curriculum development, effective instructional strategies, and learning diagnosis and assessment.
- Experience integrating technology into the classroom to enhance teaching, learning and assessment practices.
- Effective project management skills combined with strong organization, multi-tasking, and problem-solving capabilities.
- Ability to utilize qualitative/quantitative analysis and creativity to ensure continuous learning and program improvement .
- Strong customer-service orientation, interpersonal skills, and cross-cultural sensitivity.
- 2-4 years of full-time teaching experience, preferably in grades 5-7, incorporating cross-cultural competency to support and challenge students appropriately.
- A bachelor's degree is required. An advanced degree in education or a related field is preferred.

Salary: \$43K -\$45K

To Apply:

Please email your resume and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include "Teaching and Learning Associate" in the subject line of your email.

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