



Role:	Academy Summer Program Math	Target Applicant: Instructor
Employment Type:	Seasonal, Summer 2022	Pay Rate: \$25/hour, 25-30 hours per week
Staff Dates:	June 20 - August 5, 2022	Staff Schedule: Monday - Friday, 8:00am - 3:00pm

Who We Are and What We Do

[Steppingstone Scholars](#) provides talented, underserved students in the City of Philadelphia with access to high-quality academic and workforce opportunities. Through consistent engagement, advising, and programming, Steppingstone creates pathways beginning in middle school to college and career. Steppingstone maintains a robust set of summer opportunities for students in middle, high school and transitioning to college. The organization employs a number of seasonal staff to deliver high quality programming and support to our Scholars.

About this Role

The Academy Summer program focuses on high-achieving middle school students looking to be challenged academically. The program emphasizes time management, study skills, goal setting, and academic rigor.

Job Description: The Academy Summer program Math Teacher will report to the Program Dean and work in partnership with summer staff to deliver rigorous and engaging summer programming. The Academy Summer program Math Teacher will leave the program with new skills and ideas to apply to future classrooms or jobs.

Background/ Experience:

- Passionate about making a difference in the academic outcomes of underserved students
- Punctual, present, and responsible
- Maintains open and consistent communication
- Demonstrate organizational and technology skills
- Ability to work and contribute to a team
- Ability to seek resources and solutions to effectively solve problems
- Positive role model
- Receptiveness to feedback and a desire to continuously improve
- Dedicated to providing a safe, academically enriching, and engaging summer experience

- A strong sense of personal accountability for student achievement
- A belief that all students should be held to high academic standards
- Experience teaching high school math and/or middle school math
- Familiarity with the Pennsylvania academic standards for math
- Experience and interest in teaching social-emotional learning curriculum
- Experience working with youth and understanding of trauma-informed teaching practices required

Time Commitment/ Schedule:

- The Academy Summer program runs from Monday, June 20, 2022 to Friday, August 5, 2022. There will be no program on Friday, July 1, or Monday July 5th 2022.
- Must be available 8:00am-3:00pm, Monday-Friday
- Weekly staff meetings and check-ins with deans. Additional on-going PD as needed. Additional hours will be available in the Spring for lesson planning and material preparation.
- Ongoing communication via email and phone with the Steppingstone staff will be necessary.
- We are seeking candidates interested in working in the program for more than one summer; long-term staff participation strengthens the program and allows for strong relationships with students.

Responsibilities:

- Plan and lead math classes for 6th, 7th or 8th-grade students that incorporate Steppingstone's routines and instructional best practices.
- Track student attendance daily
- Track student classwork achievement
- Support breakfast and/or lunch on a rotating basis
- Hold office hours for students at least once weekly
- Opportunity to plan field trips and/or incorporate guest speakers
- Coordinate and support student execution of final capstone project
- Utilize classroom management strategies throughout the day
- Share student work on a weekly basis and maintain inviting and inclusive classroom
- Form and maintain relationships with students' families, including phone calls and conferences
- Participate in ongoing professional development and weekly staff meetings in the spirit of continuous improvement; incorporate feedback given into lessons
- Contribute writings, pictures, etc to weekly family newsletter
- Contribute to student progress reports
- Promote high expectations of both staff and students
- Create substitute plans in the event of your absence



Please note: In order to work at Steppingstone Scholars, you must have three clearances (PA Child Abuse, PA Criminal Record, and FBI clearance) issued within one year of start date on file at Steppingstone. You must also complete a mandated reporter training. You may not begin working until all clearances and the mandated reporter training are complete. Receipts of clearances are not accepted.