



80 Maiden Lane, Suite 706 New York, NY 10038 Phone: 212-430-5980 Fax: 212-430-5981 www.oliverscholars.org

Math Test Prep Summer Instructor

Organization Mission: Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position Summary and Reporting: Reporting to the Academic Dean, Instructors will plan and implement classroom curriculum and strategies for rising sixth, eighth, or ninth grade students. The primary objective of Summer Instructors is to prepare students to succeed academically at rigorous independent schools. Students should gain improved competency in the subjects and skills being taught. Instructors will collaborate with Oliver administrators to outline expected curricular outcomes and track student progress.

The Summer Scholar Immersion and Placement Program operates daily from July 8, 2019 – August 9, 2019 from 8:15 a.m. - 4:45 p.m. Classes will be conducted at a day school for four weeks, and on a boarding school campus for the fifth week.

RESPONSIBILITIES

- Design a five-week advanced-level course inclusive of syllabi, lesson plans, assignments, test/quizzes, and grading rubrics;
- Teach six sections of a core subject or three sections of a core subject either in the morning or afternoon Monday – Thursday (45-min. classes, 10 -14 students per class);
- Write detailed Interim and Final Evaluation Reports for each student;
- Collaborate with Counselors to support students;
- Attend the six-day residential component to the Summer Program;
- Teach a truncated schedule during residential week;
- Serve as dorm faculty during residential week;
- Attend orientation, weekly faculty, and end of summer meetings; and
- Participate in parent-teacher conferences.

QUALIFICATIONS

- A BA/BS degree from an accredited college or university; advanced degree preferred;
- Two or more years of teaching required;
- Two or more years of experience designing curricula;
- Knowledge of independent schools preferred;
- Outstanding speaking, writing, and editing skills;
- Deep knowledge of the principles of teaching students;
- A belief in and commitment to Oliver’s mission and values;
- A flexible, creative individual able to find alternative ways to connect with students;
- Emotionally mature instructor with a good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations;

- A hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing and executing a variety of activities; and
- A good listener who is comfortable receiving and incorporating feedback.

HOW TO APPLY

For consideration, please forward your cover letter and resume to jobs@oliverscholars.org. Please note, “**Math Test Prep Summer Instructor**” – **[your last name]**” in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.