

## ALGEBRA INSTRUCTOR

**MISSION STATEMENT:** 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.

**JOB TITLE:** Algebra Instructor  
**REPORT TO:** Director of Academic Affairs  
**DEPARTMENT:** Admissions & Placement and Scholar Services  
**POSITION TYPE:** Seasonal — Summer  
**FLSA:** Exempt

**SUMMARY:** Oliver Scholars seeks an Algebra instructor to plan and implement an online classroom curriculum for ninth and tenth grade students. The instructor's primary objective is to prepare students to academically succeed at rigorous independent schools. Students should gain improved competency, skill, and habits of mind to excel. The instructor will assist the Admissions & Placement and Scholar Services departments to outline expected curricular outcomes and track student progress. This position reports to the Director of Academic Affairs and is an excellent opportunity to experience various aspects of scholarship and youth development with an educational nonprofit organization.

### RESPONSIBILITIES

- Use the Oliver Scholars course description and pedagogical summary to design a high school Algebra curriculum— including syllabus, lesson plans, problem sets, reading assignments, and tests/quizzes. The course will focus on some of the most important topics in a high school Algebra course.
- This course develops facility in working with numbers, tables, equations, inequalities and graphs. The focus is on solving word problems and reading carefully to build algebra skills. Students learn how to use the graphing calculator — desmos.com — appropriately as an effective problem-solving tool. In addition, students may do a number of hands-on labs that require them to collect data, make conjectures and draw conclusions. Topics covered include equations and graphs that are linear and quadratic, distinguishing linear data from nonlinear data, inequalities, and the basic rules of exponents. Students will also gain mastery of exponents, real and imaginary numbers, and trigonometric ratios. Emphasis is for students to solve from a context, rather than drilling and practicing for its own sake, and to develop verbal and written communication skills to discuss mathematical and numeracy concepts.
- Write detailed Interim and Final Evaluation Reports
- Collaborate with Counselors to support students
- Attend a paid instructor orientation
- Attend weekly faculty meetings and end of semester meetings
- Participate in parent-teacher conferences

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## QUALIFICATIONS

- A BA/BS degree from an accredited college or university; advanced degree preferred
- Two or more years of teaching experience required at the middle school or high school level
- Two or more years of experience designing curriculum
- Knowledge of independent schools preferred
- Outstanding speaking, writing, and editing skills
- Deep knowledge of the principles of teaching students
- A mission-driven individual with 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 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
- A good listener who is comfortable receiving feedback

## DESIRED COMPETENCIES

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Innovation & Initiative** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention; Looks for and takes advantages of opportunities.
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans; Communicates changes and progress; Completes projects on time and budget.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**HOW TO APPLY:** For consideration, please forward your cover letter and resume to [Teacherjobs@Oliverscholars.org](mailto:Teacherjobs@Oliverscholars.org) Please note, "**Job Title** – [Your Last Name]" in the subject line of your email. Only applicants under consideration will be contacted. No phone calls please.

**COMPENSATION:** Salary commensurate with qualifications and experience.

A diverse workforce and open culture are at the heart of our organization and vital to our

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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.