

OLIVER SCHOLARS

TEST PREP VERBAL 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: Test Prep Verbal Instructor
REPORT TO: Director of Academic Affairs
DEPARTMENT: Academic Affairs
POSITION TYPE: Seasonal — Autumn
FLSA: Exempt

SUMMARY: Oliver Scholars seeks an ISEE/SSAT verbal instructor to plan and implement curriculum and strategies for students who will take the exam(s) in December 2021. All applicants must have proof of completed Covid-19 vaccination. The instructor's primary objective is to prepare students to attain the highest SSAT/ISEE score potential for admission to academically rigorous independent day and boarding schools. Students should gain improved competency, skill, and habits of mind to excel. The instructor will assist the Admissions & Placement and Academic Affairs 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:

- Teach in-person Saturdays October to November 2021 and be available for office hours and faculty meetings on scheduled class days.
- Design and implement an ISEE/SSAT verbal curriculum consisting of classic test preparation techniques, content review, and practice.
- Use ISEE/SSAT practice tests and Test Innovators <https://testinnovators.com/> to identify skills weaknesses and increase test scores.
- Coordinate with faculty, TAs, and Oliver Scholars leadership to support students.
- Attend a paid instructor orientation.

QUALIFICATIONS:

- Proof of completed Covid-19 vaccination. Individuals are considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen).
- A BA/BS degree from an accredited college or university; advanced degree preferred
- Two or more years of teaching experience at the middle school or high school level
- Two or more years of experience designing curriculum
- Knowledge of independent schools preferred

OLIVER SCHOLARS

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- 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 advantage 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 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 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

OLIVER SCHOLARS

underrepresented groups are highly encouraged to apply.