

SEO Scholars

Seizing Every Opportunity

POSITION: Saturday Academy Instructor (Math or ELA)

LOCATION: New York, NY or Brooklyn, NY

CLASSIFICATION: Part-time

PROGRAM: SEO Scholars is a free eight-year academic program that helps get talented, low-income public high school students to and through college.

RESPONSIBILITIES

- **Teaching Load** - Instructors teach 1 or 2 lessons to groups of approximately 20 students for 1 ½ - 4 hours per day, depending on the position and subject.
- **Attendance & Punctuality** - Commit to teach on all scheduled days of programming, arrive to programming on time (30 min before first class), and attend all meetings as scheduled by staff.
- **Careful Preparation** – Read and annotate all lesson materials prior to teaching.
- **Instruction** - Follow the required lesson plans and meet lesson objectives. Meet criteria for rigorous instruction.
- **Feedback** – Provide written or electronic feedback to students via carefully graded and corrected assignments, edits of written work, and/or individualized report card comments at the end of the semester.
- **Record Keeping** – Grade all assignments and assessments associated with your class and submit relevant student data, including qualitative feedback on student' progress, to SEO staff in a timely manner.
- **Communication** – Utilize SEO assigned email through Microsoft Outlook (Office 365) to communicate with SEO staff, students, and other instructors.
- **Abide by all SEO Procedures and Policies.**

KEY BENEFITS

- **Teach a rigorous, inspiring curriculum!**
 - All lesson plans and all curricular materials are provided
- **High-quality professional development and training**
 - SEO provides professional development, individual coaching, and opportunities to engage with other instructors in a collegial, inspiring environment that encourages reflection and growth.
- **Promote depth of understanding along with skill acquisition**
 - Instructors are considered thinking coaches and facilitators of learning who support students' deep engagement with course content.

QUALIFICATIONS

The ideal candidate:

- Has NYC-based high school teaching experience and a genuine love for teaching
- Has expertise and depth of knowledge in ELA or social studies content
- Is passionate about student learning and completely dedicated to students' success
- Has strong interpersonal and communication skills
- Is an energetic, reflective, and conscientious teacher looking to join a supportive and diverse community committed to securing social justice through education
- Is motivated and inspired by SEO Scholars' mission

AVAILABLE SPRING POSITIONS

9th Grade

- Semester begins with Scholar Orientation on **March 2nd**, which instructors are expected to attend. Saturday Academy classes begin on **March 9th** and end on **May 18th**. Classes meet on **3/9, 3/16, 3/23, 4/6, 4/13, 5/4, 5/11, and 5/18 from 9:30 AM – 4:30 PM.**
- Instructors teach two groups of 20 students and see each group for two separate 1-hour classes.
- Positions are available for **Critical Reading, Critical Writing/Grammar, and Math** instructors.

10th Grade

- Saturday Academy classes begin on **January 26th** and end on **May 18th**. Classes meet on **1/26, 2/2, 2/9, 2/16, 3/9, 3/16, 3/23, 4/6, 4/13, 5/4, 5/11, and 5/18 from 9:30 AM – 4:30 PM.**
- Instructors teach two groups of 20 students and see each group for two separate 1-hour classes.
- Positions are available for **Critical Reading, Critical Writing/Grammar, and Math** instructors.

11th Grade

- Saturday Academy classes begin on **January 12th** and end on **May 18th**.
- Classes meet from **2:30-4:00 PM on 1/12, 2/2, 2/16, 3/9, and 3/23**
- Classes meet from **1:30-4:00 PM on 1/19, 2/9, 3/16, 4/6, and 4/13**
- Classes meet from **9:00 AM – 1:00 PM on 5/11 and 5/18.**
- Positions are available for **College Advisory** instructors.

12th Grade

- Saturday Academy classes begin on **January 5th** and end on **February 16th**. Classes meet on **1/5, 1/12, 1/19, 2/2, 2/9, 2/16 from 9:30 AM – 2:30 PM.**
- Instructors teach two groups of 20 students and see each group for two separate 1-hour classes.
- Positions are available for **College English Seminar** instructors.

LOCATIONS

Saturday Academy is held at two different sites, one in **mid-Manhattan** and one in **Downtown Brooklyn**. We do our best to match instructors with the more convenient location but cannot guarantee instructors their site preference.

COMPENSATION

Instructors are compensated on a competitive hourly rate scale that starts at \$36 / hour and increases by semester based on tenure with the organization as an SEO Instructor.

TO APPLY

Please apply through our website: <http://scholars.seo-usa.org/join-us/teach/>

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