



**Achieve at Noble and Greenough School
Summer 2020
Lead Teacher Job Description**

Thank you for your interest in working at Achieve! Our middle school students come from low-income families in Boston and represent different ethnicities, religions, and family backgrounds. Achieve seeks to increase our students' academic skills, motivation, and self-confidence, and put them on the path to college.

As we head into our thirteenth summer, we aim to continue building strong relationships with our students while engaging them in a rigorous academic experience. **Lead Teachers** are critical members of the Achieve team, and they are essential to our students' academic and personal success. Candidates must possess a strong interest in working with underserved urban students in a fun, challenging, and enriching academic environment.

Qualifications:

- Three or more years of teaching experience, preferably at the middle school level (grades six through eight)
- Experienced in underresourced communities preferred.
- Ability to design and implement curriculum aligned with the Common Core Standards.
- Strong ability to collaborate and communicate effectively.
- Excellent organizational skills.
- High energy and a sense of humor!

Responsibilities:

- Provide a consistent adult presence all day.
- Collaborate with the Directors to develop curriculum for your assigned classes.
- Teach two sections of English, Math, or Science.
- Supervise and support your Teaching Assistant in developing a strong understanding of curriculum development, student-centered pedagogy, classroom management, and assessment.
- Co-lead an advisory.
- Write progress reports for your students at the end of the third and sixth weeks.
- Tutor students as needed during study hall.
- Attend all morning and some afternoon meetings.
- Work with the Directors to plan and manage the Graduation/Celebration ceremony.

2020 Summer Dates:

- Staff Orientation: June 19, 22nd and 23rd 2020

Summer Session: June 24th– August 5th, 2020 (*Dates subject to change due to snow days*)

* July 3rd and July 6th off for July 4th holiday

- Lead teachers work a Monday – Thursday schedule. **No Fridays required.**

Salary: \$5000

To apply for a Lead Teacher position at Achieve:

- Complete and submit the following materials by Friday, February 14, 2020:
 - Statement of educational philosophy.
 - A current résumé.
 - List of three professional references, with contact information.

We will review applications and fill positions on a rolling basis.

Please call or write before submitting materials to inquire about available positions.

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