



POSITION: Saturday Academy Teaching Fellow (Math/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.

JOB DESCRIPTION

The **Saturday Academy Teaching Fellow Position** offers math and ELA educators who are newer to the profession or new to SEO's instructional model an opportunity to develop a strong foundation in research-based high-leverage instructional practice within a supportive and inspiring community of educators and motivated public high-school students. As a Saturday Academy Teaching Fellow, you will:

- **Teach a rigorous, inspiring curriculum**
 - All lesson plans and curricular materials are provided
- **Receive 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.
 - Fellows benefit from observing other instructors teach and receive coaching from Lead instructors and program staff.
- **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.
 - Fellows will also work with students in one-on-one settings to further understanding.

RESPONSIBILITIES

- **Teaching Load** - Teach two Critical Reading hours OR one Critical Writing hour and one Grammar hour OR two mathematics hours. Instructors teach one group of approximately 20 students (2 hours of teaching per day).
- **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, annotate and prepare all lesson materials prior to teaching.
- **Instruction** - Follow the required lesson plans and meet lesson objectives. Meet criteria for rigorous instruction.
- **Observation** – Spend two hours of the day observing and/or pushing in to other instructors' classes.
- **Office Hours** – Spend one hour working with students one-on-one during Office Hours.

- **Substitute Instruction** – If a last-minute absence occurs, you will cover for another instructor and teach two of their classes in addition to your two classes (the equivalent of a full load). On days where you take on another instructor’s class, you will not do observations or run Office Hours.
- **Record Keeping** – Keep electronic gradebook up to date and complete all grading in a timely manner.
- **Feedback** – Provide written feedback on at least five students per week.
- **Abide by all SEO Procedures and Policies.**

SCHEDULE

Saturday Academy begins on **Saturday, September 8th** and ends on **Saturday, December 15th**. Classes meet approximately **three Saturdays a month from 9:30 AM – 4:30 PM**. The twelve dates for Fall 2018 are as follows: **9/8, 9/15, 9/22, 10/6, 10/13, 10/20, 11/3, 11/10, 11/17, 12/1, 12/8, 12/15**.

Sample Schedule: ELA Fellow

Activity	Time
Arrival	9:00
Critical Writing	9:30-10:30
Observe Class	10:30-11:30
Office Hours	11:30-12:30
LUNCH	12:30-1:30
PREP	1:30-2:30
Grammar	2:30-3:30
Observe Class	3:30-4:30

Sample Schedule: Math Fellow

Activity	Time
Arrival	9:00
Observe Math Hour 1	9:30-10:30
Math Hour 1	10:30-11:30
PREP	11:30-12:30
Office Hours	12:30-1:30
LUNCH	1:30-2:30
Observe Math Hour 2	2:30-3:30
Math Hour 2	3:30-4:30

QUALIFICATIONS

The ideal candidate:

- Is a passionate math or ELA educator
- Is looking to gain additional practice and professional development to develop their skillset
- Has strong interpersonal and communication skills
- Is motivated and inspired by SEO Scholars’ mission

COMPENSATION

Saturday Academy Teaching Fellows are compensated at a \$275 per diem rate. This includes all preparation, meetings (including orientations), emails, grading, completion of anecdotes, report card comment writing, and online gradebook maintenance associated with the instructor’s assigned classes.

TO APPLY

Please apply through our website: www.seoscholars.org/teach-with-us/
Please note that the deadline to apply is **Friday, August 17th**. Thank you!

Sponsors for Educational Opportunity is an Equal Opportunity Employer – M/F/D/V