Achieve at Noble and Greenough School
Summer 2015
Master 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 ethnic groups, 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 seventh summer, we aim to continue building strong relationships with our students while engaging them in a rigorous academic experience. **Master Teachers** are important 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:**
- 3+ years of teaching experience, preferably at the middle school level (grades six through eight).
- Ability to design and implement curriculum in English, Math, or Science.
- Strong ability to collaborate and communicate effectively.
- Excellent organizational skills.
- High energy and a sense of humor!
- Familiarity with the Common Core and the PARCC Assessment System.

**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.
- Write progress reports for your students at the end of the third and sixth weeks.
- Tutor students as needed during study hall.
- Lead enrichment activities.
- Attend all morning and afternoon meetings, and lead several afternoon meetings.
- Work with the Directors to plan and manage the Graduation/Celebration ceremony.

**2015 Summer Dates:**
- Staff Orientation: TBD — June 2015
- Summer Session: June 24 – July 31, 2015

**Salary:** $5000

To apply for a Master Teacher position at Achieve:
- Complete and submit the following materials by Tuesday, February 17, 2015:
  - Statement of educational philosophy.
  - A current résumé.
  - List of three professional references, with contact information.
- By invitation only: Visit the campus for a tour and interview with the Directors.

We will review applications and fill positions on a rolling basis. Please call or write before submitting materials to inquire about available positions.

Nora Dowley-Liebowitz
Achieve at Noble and Greenough School
10 Campus Drive
Dedham, MA 02026
office: 781.320.7125 // cell: 207.522.8990
nliebowitz0f@nobles.edu
www.nobles.edu/achieve