



Position Description: AmeriCorps Teaching Fellow

Job Purpose: To teach students in a classroom setting, to create an environment favorable to learning and personal growth in accordance with each student's needs and ability. *The teacher is responsible for the education of the students entrusted to his/her care through both delivery of the instructional program and modeling of appropriate skills, attitudes and behaviors.* It is the teacher who motivates, encourages, and inspires students to excel in all their endeavors and who sets goals and expectations that challenge students to meet and expand their potentials. The success of each student hinges on the success and vigilance of the teacher.

Responsibilities:

- Be present, ready to work and on time for all scheduled hours - school days, field trips & PD workshops as defined by the school calendar.
- Provides positive learning experiences and teaches the course of study prescribed by the school-approved curriculum.
- Plans culturally responsive lessons, incorporating diverse cultural materials and learning styles.
- Motivates students by connecting with them through relationships and connecting curriculum with their lives.
- Plans lessons that incorporate multiple intelligences into learning.
- Differentiates instruction to meet the needs of all learners.
- Disciplines effectively, according to the Handbook, keeping in mind the needs of the students.
- Uses authentic and varied forms of assessment *of* and *for* learning.
- Documents student progress and prepares information for parents/guardians such as mid-terms, finals, student portfolios, progress reports and report cards.
- Communicates often with parents/guardians especially about successes, but certainly to give them warning of the first sign of a student's possible failure.
- Attends parent/guardian conferences to discuss student progress.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Creates an effective environment for learning through functional and attractive displays such as bulletin boards, etc.
- Maintains professional competence through in-service professional development activities provided by the school, attends professional development workshops/conferences, and/or university courses.
- Other responsibilities and supervision duties as assigned, including, but not limited to: substitute teaching, lunch / recess duty, chaperoning of field trips, etc.
- Works in collaboration with the Executive Director, Instructional Coaches, and School Counselor(s) to provide a quality faith-based education for each student.
- Attends and participates in faculty meetings.
- Maintains professional appearance.

Qualities and Attitude:

- An understanding of the *NativityMiguel* model and mission, of his/her role as a vocation, which necessitates a willingness to engage in professional growth and one's own spiritual reflection and formation.
- A pledge to engage in a caring, responsible, and loving human relationship with each student entrusted to his/her care, looking upon each student as a younger sister.
- Patience, generosity, excellent work ethic, humility, confidence, and a good sense of humor.

Grace Academy – Hartford, CT

Teaching Fellows Program

Who We Are...

Grace Academy is a tuition-free middle school serving underprivileged girls in Hartford. The all-girls' school is part of a 70 school *NativityMiguel* network which has a track record of success in inner city areas across the states. Grace Academy opened in 2010 and serves girls grade five through eight. We remain intentionally small with 15 students per grade. Grace Academy allows girls to:

- excel academically,
- develop a sense of personal responsibility and character, and
- be the agents of transformation in their families, community and society.

The AmeriCorps Teaching Fellows Program...

Individuals, who are interested in social justice and have a passion for working with adolescents, are hired as resident interns and receive training and support through the **AmeriCorps Teaching Fellows Program**. Fellows play an integral part in the life of our school, work as full-time teachers and coaches, and receive teacher training and support.

Benefits....

- ❖ Monthly allowance (approximately \$1,275/month through the AmeriCorps program)
- ❖ Community living in Temple Street townhouses in Hartford
- ❖ Medical insurance
- ❖ Workman's Compensation
- ❖ Educational loans forbearance (during period of service)
- ❖ AmeriCorps education grant (approx. \$6,085 annually) for continuing education or education loans
- ❖ Master's programs available at University of St. Joseph

For More Information, go to our website: GraceAcademyHartford.org

Please send cover letters and resumes to mfitzsimons@GraceAcademyHartford.org and lindseymm@comcast.net