Summer School Credit Recovery Instructor

Title: Summer School Credit Recovery Instructor
Division: Upper School
Location: Richmond, CA
Start Date: June 2016
Reports to: Upper School Dean of Students
Status: Non-exempt
Strand: Instructional Leadership

Position Summary
The role of the Summer School APEX Instructor, under the supervision of the Dean of Students and the Summer School Faculty Lead, will be to facilitate and supervise a classroom of students enrolled in online credit recovery courses in a variety of subjects.

Our Story
Making Waves Foundation was founded in 1989 as a mentoring program to address the disparity in educational opportunities for low-income students in Richmond, CA. For decades, through comprehensive programming and services, Making Waves has helped prepare and support first-generation college students to graduate from competitive institutions across the country.

In 2007, the foundation opened the Making Waves Academy Middle School, a charter school offering a rigorous fifth to eighth grade academic program and comprehensive services for students and families. The Making Waves Academy Upper School was launched in 2011 and provides rich academic course offerings, career exploration and extensive college advisement. The Upper School graduated its first class of 12th graders this year, 96% of which completed the SAT exams and 100% of which applied to college.

Primary Responsibilities
- Provide quality support and serve as school- online course liaison for students taking online courses:
  - Serve as liaison between online instructor(s) and students
  - Help students progress through online curriculum
  - Facilitate small group instruction as needed
  - Supervise appropriate usage of online curriculum, including implementing with fidelity requirements of online course
- Uphold MWAUS Summer School policies and expectations:
  - Attendance Policy
  - Behavioral Policy
  - Family notification regarding student progress
  - Supervision duties
  - Friday Experiential Learning opportunities
  - Grading Policy
Qualifications

Experience
- Minimum 1 year of working with groups of 20 or more ethnically and socioeconomically diverse students in a classroom, or after school setting
- Undergraduate, graduate, or K-12 teaching experience

Skills
- Ability to manage classroom of diverse learners working on various course material in online classes
- Ability to work collaboratively and independently
- Consistency and timeliness
- Professional and effective communication
- Relationship building and classroom management skills for classroom with students of diverse backgrounds and varying academic skill levels
- Family outreach

Education
- Teaching credential or teaching intern credential required
- Students that are currently in accredited education programs are encouraged to apply

Salary and Schedule
Salary for this position is $5000. Summer School staffing dates are Monday-Friday at 8AM-3:30PM from June 27th- July 25th. Staff Orientation is Thursday, June 16th.

How to Apply
Please send cover letter and resume to apply@mwacademy.org.

Applications will be reviewed on a rolling basis, though priority consideration will be given to candidates that apply early. Making Waves Academy is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.