



Our Sisters' School

145 Brownell Ave, New Bedford MA, 02740
508 994 1255

Position Description: AmeriCorps Teacher

Job Title: AmeriCorps Teacher
Status: Full-time AmeriCorps Teacher
Reports to: Head of School

Background Information about Our Sisters' School:

Our mission, as an independent, tuition-free, non-sectarian middle school, is to educate and inspire economically disadvantaged girls from the New Bedford area. Our Sisters' School empowers girls to step into the future with valuable life skills and a mindset of achievement and excellence by providing a safe, supportive, and academically challenging environment. OSS welcomes girls from diverse faiths, races, and cultures to our unique learning environment. We are funded completely by grants and private donations.

Position Summary:

We seek energetic, enthusiastic and talented individuals to join our staff as AmeriCorps Teachers. AmeriCorps teachers work for social justice, grow as leaders, and serve as role models for OSS students through teaching, supervising, coaching, tutoring, and mentoring, while ensuring excellence in academic and interpersonal achievement for all our students. Successful teachers are determined, collaborative, efficient and believe in the mission of Our Sisters' School.

Qualifications/Skills:

- Bachelor's degree and history of success in academics preferred
- Experience working with children/youth of different socio-economic & cultural backgrounds preferred
- Involvement in athletics, clubs and/or community service activities preferred
- Strong public speaking and written and verbal communication skills preferred
- Portuguese or Spanish bilingual preferred
- Proficiency with computers and software programs, especially Google Suite
- Excellent interpersonal skills required
- Strong organization and time management skills required

Responsibilities:

- AmeriCorps teachers are assigned to instructional tasks aligned to their experience; responsibilities grow as skills are demonstrated
- As appropriate, support development of grade level curriculum, including developing course syllabi, unit plans and lesson plans
- Effectively manage classroom environments and supervise student activities
- Help thoughtfully assess and record student progress
- Serve as advisor and advocate for an assigned group of students
- Supervise evening study hall and grade-level field trips
- Participate in regular and all school events such as homeroom, community meetings, Sustained Silent Reading, lunch and recess

- Help prepare, serve and clean after breakfast and lunch daily
- Share responsibilities for community spaces and coordination/coverage for school activities
- Assist OSS with building and refining the infrastructure and culture of our school
- Collaborate with teachers to ensure that students receive remediation and support as needed
- Attend academic events with students and families during the school day, in the evenings, and on weekends throughout the school year as requested
- Collaborate with colleagues at grade level, subject area, faculty, staff and committee meetings and staff retreats
- Attend events to conduct recruiting/outreach for students, teachers and volunteers, and to raise support for the school
- Represent OSS at community fundraisers and events as requested
- Assist with student recruitment as requested
- Other duties as assigned

Physical Demands:

- Working at OSS requires physical fitness: stairs, keeping up with a fast paced schedule, many hours standing, playing and interacting with children, etc.
- Bending and lifting are required as all staff assist with cleaning, moving boxes, furniture, books, etc.
- Mobility around an office: the ability to lift files, open filing cabinets and bend or stand as necessary
- Each employee is expected, as a condition of employment, to work in a safe manner. Employees are also expected to exercise maximum responsibility for the prevention of accidents and the safe use of equipment entrusted to their care.

Compensation:

- AmeriCorps Education Award upon completion of each year of service in the program (minimum 1700 hours per year/up to 3 years). This award can be used to pay back federal student loans or for graduate-school tuition. (Award was \$6,345.00 for FY21. See www.americorps.org for additional information, restrictions and current award details)
- Housing & utilities provided by the school OR a \$500 rent allowance provided to individuals who already have housing lined up
- Monthly living stipend (\$525 1st year, and \$725 2nd year), August through June, provided by the school
 - “A stipend is not like a regular paycheck: this is compensation for volunteer work, and the amount of money you’re getting reflects that. According to Samantha Jo Warfield, spokesperson for the Corporation for National and Community Services, the organization that runs AmeriCorps, individuals who apply should have a need or desire to volunteer. “For a lot of members it can be a challenge, but they sign up knowing that,” she said. “A lot of members will say, ‘it was tough, but I’m really glad I did it.’”
- Monthly \$300 additional expense stipend provided by the school
- Employer offered health insurance and dental coverage
- YMCA membership (membership provided by the school following application for financial assistance)
- Paid Time Off (PTO) in accordance with OSS personnel policies

To Apply please send cover letter, résumé, and references to: Sarah Herman, Head of School, sherman@oursistersschool.org