



Nativity School of Worcester

Teaching Fellow

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Teaching Fellow:

Reporting to the Principal and serving as an integral member to the faculty, a Teaching Fellow will step forward – equipped with a desire for social justice, commitment to working with historically marginalized and underserved populations, and driven by a deep sense of initiative, dedication, and compassion – to work and learn in solidarity with our students. In short, your time in the Teaching Fellowship presents the opportunity for an immensely rewarding, if not personally transformative experience.

A Teaching Fellow is responsible for leading and co-teaching classes, developing curriculum plans, supporting students' academic, social, spiritual, and personal growth, managing assigned administrative duties, developing and sustaining relationships with caregivers and families, and immersing into an intentional community life among fellows and the Worcester community. This is an outstanding opportunity for a community oriented and flexible individual who has a desire to join a successful, mission driven organization.

Primary Responsibilities

Reporting to the *Principal*, Teaching Fellow responsibilities will consist of the following:

- Participate in the Summer of Service orientation and the Summer of Service (insert dates here)
- Participate in staff orientation prior to the start of the school year (July and August)
- Assist in regular staffing responsibilities from 7:15 a.m.-5:15 p.m with a late arrival day determined by administration and early departure times according to graduate school schedules
- Teach a course load appropriate for a First-Year Nativity Fellow – with notification of specific class assignments prior to August orientation – generally including:
 - Lead teacher of religion or Renaissance
 - Co-teacher of three other classes
- Provide Principal with lesson plans, unit plans, curriculum guides, and grade reporting at a time to be determined by administration.



Ancillary staffing responsibilities, including but not limited to:

- Attend and actively participate in weekly staff meetings
- Plan and proctor a student club meeting once a cycle (roughly 8 times per quarter)
- Assist - based on rotating schedule – in the proctoring of sports and evening study
- Assist with working the reception desk, welcoming guests, and answering phones as needed

With guidance from the *Operations Manager*, you are missioned to:

- Shared oversight of the interior and exterior of Casa Maria, including the prompt notice of any structural/physical problems with the house
- Shared oversight and cleaning of the School vehicles, including the prompt notice of any problems with the vans
- Fulfillment of staffing responsibilities as outlined in the Nativity Worcester Employee and Faculty Handbooks

With guidance from the *Chaplain, Principal and/or Community Support Person*, you are missioned to:

- Actively participate in the intentional community life within Casa Maria, as outlined in the Casa Maria Handbook, including:
- A willingness to accept full immersion into an intentional community, establishing shared agreements to make yourself available during non-school hours (nights and weekends)
- Mandatory attendance at the summer Casa Maria overnight orientation in late June
- Mandatory attendance at the monthly Sunday Casa Maria community dinner night
- Mandatory attendance at scheduled community meetings
- Mandatory attendance at the Fellows Fall One-Day Retreat (a Saturday in the fall)

Compensation:

First-year Teaching Fellow

- Receipt of a living stipend at a rate of \$250 semi-monthly equating to an annual salary of \$6,000.
- Receipt of a monthly community food stipend of \$1,280.
- Receipt of an individual health insurance policy, with monthly premium paid – in its entirety - by Nativity Worcester.
- Receipt of individual dental insurance policy whose monthly premium will be paid – in its entirety - by Nativity Worcester.
- Receipt of Life Insurance (\$25,000 policy) and Long-Term Disability Insurance, with monthly premium paid – in its entirety - by Nativity Worcester.



- Eligibility for AmeriCorps education stipend (where Fellows can earn up to **\$6,345** to pay for graduate education, professional training or to repay qualified student loans upon the completion of each year of service).
- Use of Nativity Worcester vehicles (free of charge) for school or community-related travel, with auto insurance paid – in its entirety – by Nativity Worcester.
- Furnished boarding at Casa Maria.
- Additional stipend funds are available for graduates of Nativity School of Worcester and people who grew up in the neighborhoods served by Worcester Public Schools.

Separate Stipend Opportunities Including, but not limited to:

Early Care
Gym Rentals
PTA Childcare Proctoring

Graduate Degree Program Opportunities

It is the responsibility of the Fellow to apply, to be accepted into, to enroll and to provide the Principal with sufficient notice of graduate classes. Tuition for courses is covered through the universities and Americorps funds. Fellows are responsible for any additional fees (e.g. graduation fees, licensure fees, etc.) and books.

Assumption University:

Fellows may pursue the following courses of study at Assumption University free of tuition costs:

- Master of Arts in Rehabilitation Counseling
- Master of Arts in School Counseling
- Master of Arts in Special Education
- Master of Arts in Counseling and Psychology
- Master in Business Administration (M.B.A.)

Clark University:

Fellows may pursue an M.AT. at Clark by utilizing Nativity's tuition-remission agreement with Clark University **and** by applying their two AmeriCorps service awards. Any additional tuition costs – that remain after the tuition-remission agreement and AmeriCorps funds – will be an approximately \$1,800-\$2,100 out of pocket expense.

- Master of Arts in Teaching



Qualifications

- Strong organizational skills
- Strong interpersonal/human relations skills
- Strong verbal and written communication skills
- Mission-driven, team player, skilled supervisor, flexible
- Openness to embracing and promoting the Jesuit mission of Nativity School of Worcester
- Experience living in under resourced communities and/or working with historically marginalized populations

MINIMUM QUALIFICATIONS

- Must have a Bachelor's degree by May 2023
- Must have a valid driver's license

TO APPLY

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under-represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit a letter of introduction and résumé to:

Andrea Munar, Principal, Nativity School of Worcester, 67 Lincoln Street, Worcester, MA 01605 or at careers@nativityworchester.org.

To learn more about Nativity School of Worcester visit www.nativityworchester.org