

Job Description

Middle School Intern Instructor

Part time

This position is an unpaid internship opportunity and is available for college students who are available **at least one** of the times below on a weekly basis.

Schedule: Mon, 3:15 PM– 4:45 PM

Tue, 3:15 PM– 4:45 PM

Wed, 3:15 PM– 4:45 PM

Thu, 3:15 PM– 4:45 PM

September, 2022 – December, 2022

In addition, there will be attendance required for some initial training and gathering sessions and subsequent check-ins.

Nativity Preparatory Academy is a tuition-free, private Catholic Middle School for grades 5 through 8 located in Rochester, NY's South Wedge neighborhood. The school services low-income students within the Nativity Miquel model of an extended school day and school year. Teachers and staff work with trauma-informed and restorative education lenses to provide opportunities for students to succeed academically, socially, and emotionally. Nativity focuses on instilling values of respect and creating a positive, safe environment for students to grow and learn.

For more information about Nativity, please visit our website www.nativityrochester.org. Please note that our building is not handicapped accessible at this time.

Overview:

- Under the formal supervision of the Student Activities Manager and the informal direction of teachers, manages a classroom of small groups (~5) students during study hall.
- Teach study habits and academic organization skills.
- Hold students accountable for study hall procedures and protocol for Nativity students.
- Report data and observations to Student Activities Manager.
- Meet monthly with the Student Activities Manager for reflection and mentorship.
- Work with high school support interns to address student needs.

Qualifications

- Strong communication skills
- Reliability
- Pursuing a degree in education or expresses an interest in working with youth or in education
- Expressed interest or activity related to social or restorative justice or to diversity, equity, and inclusion

Compensation

This position is unpaid. It offers college students an opportunity for career exploration, to contribute to their community, to build their resume, and to establish a relationship with prospective references. This opportunity can be used for course credit through collaboration with your school's appropriate department.

FOR CONSIDERATION, CONTACT PAULA DOLAN, DIRECTOR – SPECIAL PROJECTS AT pdolan@nativityrochester.org with the following or with any questions.

- Resume
- Cover Letter
- Two references (one professional, one academic)