JOB DESCRIPTION • School Partnership Lead Teacher

Non-exempt part-time position

Hours, Attendance, & In-Person/Remote/Hybrid Expectations

Up to 24 hours/week depending on Partnership School Schedule

In-person, student-facing

Purpose

Lead Teachers teach high-quality visual arts or woodworking programs to students in grades K-12 through partnerships with various Boston Public Schools, increasing access to arts education. The Lead Teacher ensures students thrive artistically, academically, socially, and emotionally. Lead Teachers provide guidance and mentorship to a teaching assistant and work to promote and sustain a culture of 'radical welcoming' within the school and its events, creating a supportive and inclusive environment for all.

Essential Duties & Responsibilities

- Provide art instruction to students at Boston Public School partner sites; ensure a safe and welcoming learning environment in the classroom.
- Create and implement lesson plans from the Eliot School's visual arts or woodworking curriculum.
- Communicate clearly and consistently with the Eliot School team.
- Help the Teaching Assistant develop classroom instruction skills, including creating lesson plans and fostering a welcoming and engaged learning environment for all students.
- Provide guidance and feedback to the Teaching Assistant by identifying areas for improvement and sharing constructive feedback.
- Create substitute plan for Teaching Assistant when absent from school.
- Document, report, and share information with the Manager of Youth Partnerships & Engagement for grant reporting.
- Participate in periodic Lead Teacher/TA meetings facilitated by the Eliot School.

Qualifications

- Master's degree preferred in the arts or equivalent experience.
- At least 2-3 years of successful experience working on a teaching team in a classroom setting.
- Experience in a wide variety of visual arts techniques and media/woodworking.
- Must pass a background check such as a CORI/SORI and possess a valid Mandated Reporter Certificate prior to engaging with youth.
- Fluency in Spanish or multilingual is strongly preferred.

Required Skills & Abilities Factors

- Excellent verbal and written communication skills.
- Demonstrated emotional intelligence, humility, cultural competence, feedback skills, and the ability to sustain trusted relationships with a wide array of people.
- Experience implementing and maintaining consistent classroom management, conflict resolution, and de-escalation strategies with youth.
- Able to adjust and be flexible to accommodate the scheduling needs of schools.
- Excellent organizational skills, attention to detail, creativity, and resourcefulness.
- Comfort with technology; ability to adapt to new software and systems.
- Enjoyment in educating and creating with young people.
- Commitment to support the Eliot School as it develops and maintains a diverse workplace that is welcoming to all.

Physical Demands & Work Environmental Factors

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee may be required to:
- Work in person at partner schools; parking at school sites is not guaranteed.
- Climb up to 1 to 3 flights of stairs.
- Travel to current and prospective partner sites and other work-related locations.

Salary & Benefits

The starting rate is $27 per hour, and it includes healthcare, dental, and vision insurance, an employer match for the retirement plan, and family and medical leave.

To Apply

Please send your resume, cover letter, and three professional references to Irene Rosa, Manager of Youth Partnership and Engagement, at irosa@eliotshcool.org, with "Lead Teacher - SCP" in the subject line. You may also email Marjorie Saintil-Belizaire, Director of Youth Programs at msbelizaire@eliotschool.org.