



Teaching Fellow

Job Summary

Ivy Hill Prep exists to provide the students of Brooklyn, NY with an educational experience that equips them with the tools needed to access lives of promise and opportunity. As a Teaching Fellow at Ivy Hill Prep, you are charged with the responsibility of educating, loving, and supporting every scholar you encounter to ensure that he/she is equipped with the academic foundation and leadership skills necessary for their success. Teaching Fellows will have the opportunity to observe master teachers in order to learn best practices, co-teach to gain experience in pushing conceptual understanding, provide in-house substitute teaching coverage, and support overall student academic growth by providing tutoring, individual, and small group instruction. Surrounded by a team of like-minded educators, you will use data to drive instruction and ensure that scholars experience an educational environment that is rigorous, engaging, and joyful.

Key Responsibilities

- Teach classes on behalf of teacher-leaders who are observing and supporting other teachers
- Provide substitute teaching coverage for teachers within the school
- Support students by providing one-on-one and small group tutoring and intervention daily
- Develop teaching skills to potentially become a full-time teacher at the school
- Observe other teachers to improve instructional techniques and classroom management strategies
- Assist teachers with instruction, assessments, grading, and other classroom responsibilities
- Creates a learning environment that is rigorous, joyful, and engaging
- Uses data to drive instruction by regularly analyzing data, studying student work, and implementing the highest leverage instructional strategies to maximize student achievement
- Participates in collaborative curriculum development, grade-level activities, and school-wide functions
- Upholds a values-based approach to maintain a positive culture among students and staff
- Builds strong relationships with parents and students, driving investment in school culture and academics
- Implements academic interventions for students that are tailored specifically to their needs to increase student achievement
- Implements behavioral interventions for students to increase learning time and decrease time spent out of the classroom
- Reinforces common behavior systems across all classrooms and spaces
- Regularly submits lesson plans to ensure key academic student data and the highest leverage instructional practices are included to maximize student achievement
- Participates and engages in weekly individual coaching meetings, weekly Professional Development, and Summer Professional Development with a positive attitude and growth mindset

- Implements techniques that have been learned during coaching meetings, Professional Development sessions, or during in-the-moment feedback with grace and urgency with scholar achievement in mind
- Regularly communicates student progress to families with the mindset that, “It takes a village.”
- Assists with schoolwide transitions and routines until completely internalized by students and staff

Key Competencies & Qualifications

- By the time of employment, a Bachelor’s degree is required with a cumulative Grade Point Average of 2.75 or higher
- Previous experience working in an urban public school or charter school preferred
- A deep and unwavering belief that all students can be academically successful is required
- A “whatever it takes” approach to fixing issues in the classroom and in the school by supporting all students, not just “your own”
- Flexibility when needing to change instructional methods to meet students’ individual needs

Salary & Benefits

Ivy Hill Prep offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with a laptop computer, email, high- speed internet access, and all necessary instructional supplies.

Commitment to Diversity

Ivy Hill Prep is an equal opportunity employer and actively encourages applications from people of all backgrounds.

Apply Now!

Please send a resume and cover letter to both info@ivyhillprep.org.