



Mother Caroline Academy and Education Center Program Associate Position

Description

For the 2019-2020 school year, we are looking for dynamic and motivated college graduates to support our students' success. We seek candidates who demonstrate a passion for urban education. Housing and food is provided as well as a monthly stipend in addition to the AmeriCorps grant.

Mother Caroline Academy (MCA) is a private, tuition free school for girls in grades 4-8 from limited financial means. It serves girls of all faiths, races and cultures from Boston neighborhoods. The mission of the school is to provide a high-quality education that develops the individual gifts of each student and prepares her for success in competitive secondary schools and college. Rooted in the Catholic tradition, now fully independent, we recognize the dignity of each person. The Academy emphasizes the importance of scholarship, leadership, spiritual, and social development.

AmeriCorps Program Associate Job Description:

The Program Associate's primary role is to support student development and academic success both inside and outside of the classroom. Responsibilities include:

- Assist teachers in planning and delivering daily lessons
- Assist teacher in preparing progress reports; administering assessments, and creating portfolios.
- Provide one-on-one tutoring to students as well as small group instruction
- Assist in homeroom
- Design and offer after school programs for students (3:30-4:45)
- Attend staff meetings
- Act as a mentor in building meaningful relationships with students
- Supervise students as needed

Much of our students' success reflects the quality of relationships that faculty and AmeriCorps Associates develop with individual students and their families.

How To Apply

Application Process:

Please send a resume, cover letter, and a list of three references to: aquezada@mcaec.org

Annamarie Quezada, Head of School

Mother Caroline Academy & Education Center

515 Blue Hill Avenue, Dorchester, MA, 02121

After receiving your information, you will be contacted about next steps.

Comp and Benefits:

- Housing is provided on MCA's 4th floor including shared living space, fully equipped kitchen, dining area, and private single bedrooms.
- Funding for food purchased through Stop and Shop and delivered to the residence.
- Stipend of \$400 a month (\$500 a month for second year AmeriCorps)
- Full health and dental insurance (through AmeriCorps)
- Participation in all school-based professional development programs
- AmeriCorps Service Award (*approximately \$5700 for 2018-2019*) available annually dependent upon successful completion of required hours

Minimum Education Required: 4-year degree