



## HIGH SCHOOL TO TEACHER PROGRAM (HSTT) BOSTON PUBLIC SCHOOLS, OFFICE OF HUMAN CAPITAL, DIVERSITY PROGRAMS AMERICORPS MASSACHUSETTS PROMISE FELLOW

---

AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 6-12. Fellow projects focus on mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

**The Massachusetts Promise Fellowship** achieves this by placing AmeriCorps Fellows with schools, non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

---

**SCOPE OF THE ORGANIZATION** In an effort to increase and improve the diversity of exemplary teachers in the district's teacher pipeline, the Boston Public Schools (BPS) Office of Human Capital (OHC) has designed and launched a portfolio of pipeline development programs intended to cultivate the City of Boston's racially, culturally, and linguistically diverse community to grow its own highly qualified educators. With the guiding principle that the next generation of BPS teachers are in our classrooms right now, the OHC launched the BPS High School to Teacher (HSTT) Program in 2014. The HSTT Program supports the development of BPS high school students to navigate high school, matriculate and graduate from college, and return to the BPS as highly qualified teachers.

Scholars in the HSTT cohort explore the field of education through a curriculum inclusive of lesson planning, teacher observations, and tutoring. Scholars gain leadership skills, access to college and career readiness supports, participate in college visits and conferences, and receive access to opportunities such as the Urban College of Boston (UCB) Dual Enrollment Program, Technology Goes Home (TGH) training with affordable Chromebooks, and a variety of college and university scholarships. In addition, Scholars are supported by Mentors, who are current teachers and guidance counselors in BPS schools.

### SERVICE DESCRIPTION

**BOSTON-** The Fellow will support the High School to Teacher (HSTT) Program and the Office of Human Capital Diversity Programs in a variety of capacities with a strong focus in leading and engaging HSTT Scholars and their parents/guardians in the college and career readiness component of the program. The Fellow will develop and deliver an interactive college and career readiness curriculum to the HSTT cohort, while collaborating with internal and external agencies to increase access to college readiness resources.

### ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment; Flexible schedule required
- Share enthusiasm for education, the teaching profession, and the BPS HSTT mission
- Develop and implement College and Career Readiness workshops and program evaluation

### Massachusetts Promise Fellowship

Northeastern University ☐ 360 Huntington Avenue, 232 YMC ☐ Boston, MA 02115  
masspromisefellows@neu.edu ☐ www.masspromisefellows.org

Northeastern University  
College of Professional Studies



- Host monthly one-on-one College Readiness sessions with HSTT Scholars to provide college admissions and financial aid guidance
- Coordinate, participate in, and/or chaperone HSTT sponsored events including monthly meetings, college visits, conferences, trainings, and ceremonies
- Cultivate relationships with business and community organizations, as well as, colleges and universities, to increase awareness of the program, to increase Scholar enrollment, and to secure a variety of resources for Scholars
- Identify and coordinate placement of Scholars in teaching-related tutoring, shadowing, and internships
- Communicate event and opportunity information to Scholars and their parents/guardians to support their participation at all HSTT sponsored events
- Work with the HSTT Program Coordinator and school and community partners to identify, select, and retain potential Scholars
- Contribute success stories and/or photos for the creation of a quarterly newsletter, showcasing Scholar event highlights to be shared with community partners
- Secure data tracking for OHC Diversity Program participants, maintaining accurate records of attendance and progress towards program goals

### **QUALIFICATIONS**

- Desire to work in schools or pursue a pathway in the field of education
- Experience delivering college and career readiness curriculum
- Experience working with youth - mentoring skills with a strong ability to connect and identify with Scholars
- Strong interpersonal and customer service skills, ability to interact on all levels with community partners
- Take initiative with ability to prioritize tasks and maintain progress on short and long-term goals
- Comfortable working independently and/or within a team
- Interest in and commitment to national and community service
- Strong critical thinking and problem solving skills
- Proficiency in Microsoft Office and Google Drive
- Bachelor's Degree required
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check. \*Eligibility to participate in MPF is contingent on the results of this screening

### **FELLOW SCHEDULE**

M-F, 9AM-5PM, SOME EVENINGS AND WEEKENDS REQUIRED

SUPERVISOR NAME: MELISSA CERA-GARCÍA, EMAIL: [MCERAGARCIA@BOSTONPUBLICSCHOOLS.ORG](mailto:MCERAGARCIA@BOSTONPUBLICSCHOOLS.ORG)

### **BENEFITS**

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$14,500/year  
 φ Excellent training opportunities  
 φ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year  
 φ Loan forbearance and a \$5,815 educational award  
 φ Monthly travel allowance  
 φ Career coaching and support  
 φ Healthcare benefits

### **CONTACT INFORMATION**

#### **Massachusetts Promise Fellowship**

Northeastern University φ 360 Huntington Avenue, 232 YMC φ Boston, MA 02115  
 masspromisefellows@neu.edu φ www.masspromisefellows.org

**Northeastern University**  
 College of Professional Studies



**Apply ASAP!** Applicants are hired on a rolling basis.

1. Visit <https://www.surveymonkey.com/r/mpfgeneralapp2017> to complete a general application.
2. Complete the BPS application for the "HSTT Program Assistant - Massachusetts Promise Fellow" position at <https://bostonpublicschools.tedk12.com/hire/index.aspx> **ASAP and before May 19, 2017. The BPS application must include a Cover Letter, Resume, and at least 3 references.** For questions regarding the application, please email Ceronne Daly at [hstt@bostonpublicschools.org](mailto:hstt@bostonpublicschools.org).

#### **MORE INFO**

- Interviews will take place during May and June of 2017
- Selection decisions will be made on or before July 16, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 9<sup>th</sup>, 2017
- More information about the High School to Teacher Program can be found at: <http://tiny.cc/bpshstt>
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

---

The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

#### **Massachusetts Promise Fellowship**

Northeastern University φ 360 Huntington Avenue, 232 YMC φ Boston, MA 02115  
[masspromisefellows@neu.edu](mailto:masspromisefellows@neu.edu) φ [www.masspromisefellows.org](http://www.masspromisefellows.org)

**Northeastern University**  
College of Professional Studies

