



After-school Instructor | Beman Middle School

Open to current graduate students

September, 2022– May, 2023 (One-semester and two-semester options)

Beman Middle School | 1 Wilderman's Way | Middletown, CT

About MeshEd Collective + Action Labs | MeshEd is a public benefit corporation (PBC) whose mission is to increase access to better learning experiences for all adolescents. We develop and teach robust, engaging project-based learning courses that connect middle and high school learners to exciting 21C careers –and to local mentors who are experts in their fields of work. We call our courses Action Labs because they guide students to build projects with real-world relevance. MeshEd curricula and digital learning tools develop creativity, digital literacy, media literacy, and collaborative problem-solving skills. We work in partnership with schools, cultural institutions, and nonprofits to increase access to high quality project-based learning and e-portfolio tools that bolster college- and career-readiness in the test-optional age.

MeshEd Action Lab courses are designed for online, in-person learning, and hybrid learning. Each course guides students to develop projects and e-portfolios that showcase personal passions and community engagement. Student projects range from podcasts to short-form videos to video games and upcycled clothing. Our courses are standards-aligned and integrate socio-emotional learning activities (aligned with the five course CASEL competencies), culturally-responsive teaching, and engagement with the UN Sustainable Development Goals. Instructors will teach one of our five core Action Lab courses, which include: 1) Art of the Podcast Lab 2) Documentary Filmmaking Lab I & II 3) Sustainable Fashion & Sneaker Design Lab; 4) Climate Action Lab; 5) Coding for Game Design. Course descriptions [here](#).

About Middletown Public Schools: Middletown Public Schools educate 4800 students from preschool to high school, and offer a robust adult education program. Our school system combines dedication and enthusiasm with current technology and facilities to educate and inspire our students. A wide-variety of course selections and extracurricular clubs, sports, art, music, theater, and academic programs such as STEM, engage our students. We take pride in the fact that our student body is rich in diversity. Coming from a variety of ethnicities and backgrounds, our students thrive and grow as well-rounded individuals.

Teaching Site, Grades, and Weekly Schedule:

- Location: Beman Middle School; 1 Wilderman's Way, Middletown, CT 06457
- Grades served: 6-8
- Teaching days: Tuesday & Thursdays
- Daily schedule:
 - 3:20 Arrival
 - 3:20 - 3:40 Team Huddle
 - 3:40 - 4:05 Classroom and Tech Prep
 - 4:05 - 5:05 Teaching MeshEd course
 - 5:05 - 5:20 Clean Up
- 1 hour per week prep time per week (30-min per session)
- Teaching Dates are designed to match the higher ed calendar:
 - Teaching Calendar (25 weeks total for two-semester year)
 - Fall Semester: September 27 - Dec 1, 2022 (no teaching Oct 25, Nov 8, Nov 24)
 - Spring Semester: January 10 - May 11, 2023 (no teaching Jan 24, Feb 21, Mar 14, Mar 16, Mar 21, Mar 23, Mar 28, Apr 11, Apr 13, Apr 25)

Role Overview

1. Training and teaching preparation: Approx 3 hours of self-directed online training in MeshEd curriculum, project-based pedagogy, culturally responsive teaching, and use of our e-portfolio tools. Instructors will deliver the highly scripted MeshEd curriculum with fidelity and engage Beman middle school students in small group workshops and mentoring.

MESHEDCO.ORG | 68 JAY STREET #501 BROOKLYN NY 11215 | @MESHEDACITONLAB

For more information, visit [Meshedco.org](https://meshedco.org). To apply to the internship, apply through Handshake or send your cover letter, resume, and transcript to info@meshedco.org.

"I loved my internship with MeshEd, and I really hope this summer is not the end of my work. I felt unbelievably supported and invested throughout the internship. I greatly appreciate the priceless knowledge and experience I gained. MeshEd really felt like a little zoom family." - 2020 Testimonial

2. Student feedback and data. Instructors administer three student surveys, several formative assessments, and support student work with their e-portfolios.
3. Classroom culture. Instructors will strive to build positive relationships with students, with the MeshEd instructional team, and with Beman Middle School after school team.
4. Classroom management: instructors will be supported by MeshEd leaders and coaches to create safe, joyful, inclusive, and orderly learning experiences for their students..
5. Courses will be team taught with one-three MeshEd instructors in each classroom.

Key Roles and Responsibilities:

- Prepare ~60 min/session to understand daily learning goals, internalize lessons, and respond to student progress and learning needs.
- Teach students 60 min MeshEd Action Lab Courses in an in-person environment using MeshEd pre-written and thoroughly scripted curriculum and course materials; instructors must be in classrooms 30min prior to session start to prepare classroom materials
- Maintain a flexible, positive attitude towards teaching responsibilities and a growth mindset towards student learning
- Manage student data: Administer three in-course surveys that gauge course progress; assess survey data to provide feedback & support
- Guide students in incremental progress with digital portfolios, a slide deck used to archive student project progress through digital entries
- Monitor student progress throughout the course, providing strategic support to ensure all students prepare a final project
- Perform various administrative duties such as taking attendance, and responding to communication with students and MeshEd team
- Attend in-person sessions with prompt timing and maintain availability to work on-site
- Responsive classroom: instructors must ground approach to teaching in connection with and reaction to needs of the students
- Maintain clean working environments. Wipe down tables, return all items used to original placement, reset classroom for core instruction the next day.

Compensation:

- Hourly rate: \$23/hour for a max of 6 hours per week.
- Instructors commuting from Hartford or New Haven will receive payment for travel to Beman TBD with site director.
- Instructors will receive payment five times per year: in mid October (depending on start date), mid November, mid February, mid March and late April.
- **Note on instructor absences:** instructors will not be paid on holidays nor for absences due to illness or personal days. Instructors who have two or more unexcused absences from teaching may be subject to a termination of their contract.

How to Apply:

- Email cover letter, resume, and unofficial transcript to Emily Reisner, CT Director emily.reisner@gmail.com.
- We will follow up to schedule an interview if you are a fit for the role.