



After-school Instructor | Beman Middle School

Open to current CT junior and senior undergraduate and graduate students

September - November 2023

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, collaborative problem-solving skills, digital agility, and media literacy–and prepare students for success in college and exciting careers. We work in partnership with schools, cultural institutions, and nonprofits to increase access to high quality project-based learning and e-portfolio tools.

MeshEd Action Lab courses are designed for online, in-person, and hybrid learning. Each course guides students to develop projects and e-portfolios that showcase personal interests and community engagement. Student projects range from podcasts to short-form videos to video games to micro documentaries to climate action solutions to upcycled clothing. Our courses align with state-specific academic standards and integrate socio-emotional learning activities, culturally-responsive teaching, and engagement with the UN Sustainable Development Goals. CT Instructors will teach one of these five Action Lab courses: Art of the Podcast Lab I & II, Documentary Filmmaking Lab I & II, Sustainable Fashion & Sneaker Design Lab, Climate Action Lab, Coding for Game Design. More on our Action Labs [here](#).

About Middletown Public Schools: Middletown Public Schools educate 4,800 students from preschool to high school, and offer a robust adult education program. Their 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. MPS takes pride in the fact that their 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 Sample Weekly Schedule:

- Location: Beman Middle School; 1 Wilderman's Way, Middletown, CT 06457
- Grades served: 9-12
- Teaching days: Monday and/or Thursdays (We prefer both days but can arrange once-a-week teaching schedule)
- Daily schedule:
 - 2 pm Arrival, Classroom and Tech Prep
 - 2:15 Teaching MeshEd course
 - 4:15 Room cleanup & team debrief
- 3 hrs/ week prep time (30 min prep time per session)
- Teaching Dates are designed to match the higher ed academic calendar:
 - Teaching Calendar
 - Fall Semester: September 18 - November 16

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 MHS students in small group workshops and mentoring.
2. Student feedback and data: Instructors administer three student surveys, several formative assessments, and support student work with their e-portfolios.
3. Classroom culture: MeshEd Instructors will strive to build positive relationships with students, with the MeshEd instructional team, and with Beman School team.

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

For more information, visit [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

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; there are also 1-2 Middletown High school teachers in each classroom during teaching time to support small-group instruction and classroom management.
6. Real-time coaching, tech, and classroom management support: instructors will receive real-time coaching on instruction, use of MeshEd curriculum and digital assessment and learning tools.

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: \$17/hour (undergraduate) and \$23/hour (grad students) with a cap of 6 hours/ week.
- Instructors commuting from Hartford or New Haven will receive payment for travel to MHS TBD with site director.
- Instructors will receive payment 2 times per year: April and May
- **Note on instructor attendance and punctuality:** instructors will not be paid on holidays nor for absences due to illness or personal days. Lateness of more than 15 min late will count as an absence. 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@meshedco.org.
- We will follow up to schedule an interview if you are a fit for the role.