

## Minds Matter Boston: ACT Prep Instructor

### About Minds Matter Boston

Minds Matter Boston is a four-year program that supports high school students from low-income communities and helps them reach their goal of attending a four year college with a robust financial aid package. Students receive mentoring, professional writing and ACT instruction, and the opportunity to attend an academic summer program for two consecutive summers. The organization is seeking an ACT Instructor to lead the ACT preparation module. The instructor will balance teaching the academic content covered on the test with test-taking skills and strategies, so that our students become confident and comfortable with the ACT.

### Summary

An ACT Prep Instructor will be responsible for delivering 90-minute interactive lessons that reinforce essential content knowledge and introduce students to test-like questions and test-taking strategies. The ACT Prep Instructor will also develop lessons to supplement a Foundations Curriculum to ensure that individual students' needs are met. It is expected that the Instructor will provide feedback on student progress and celebrate class achievements.

Minds Matter Boston is an equal opportunity employer and is deeply committed to diversity, equity and inclusion. We encourage applications from those who identify as people of color and/or as first-generation college graduates.

### Essential Duties and Responsibilities

- Deliver 90-minute lessons every Saturday during October-May (excluding holiday weekends and weeks of school vacation)
- Communicate session content and progress to Program staff
- Record and track student progress
- Communicate progress and expectations to students
- Analyze student process to determine challenge areas and develop targeted lessons on these topics
- Track and celebrate milestones and achievements in the students' scores
- Provide a safe, challenging, and dynamic learning environment that meets the educational needs of our students

### Knowledge, Skills and Abilities

- *Excellent Communication:* prompt and thoughtful communication is required. ACT Prep Instructors will need to communicate consistently with mentees, other instructors, parents and Minds Matter Executive Committee members.
- *Effective Instruction:* the ability to explain new ideas and unfamiliar concepts in a clear and concise way, taking into account that students will have diverse cultural backgrounds and academic abilities.
- *Self-starter Mentality:* the ability to conceive of and originate new lessons/activities that will resonate with our mentees.
- *Strong Commitment:* the ability to attend virtually every Saturday session from 9:00 am -10:45 am.
- *Patience and Enthusiasm!*

### Required Qualifications

- Minimum of 1 year experience tutoring or teaching ACT preparation;
- Bachelor's degree required;
- Experience teaching ACT preparation in classroom environment, rather than 1:1 tutoring preferred;

Please send a cover letter and resume to [lindsey.alves@mindsmatterboston.org](mailto:lindsey.alves@mindsmatterboston.org) with the subject line '**ACT Prep Instructor Application.**'