



Teaching Fellow

Position Description

The Teaching Fellow position is a live-on nonexempt position following the academic calendar. This position reports directly to the Teaching Fellow Coordinator. Teaching Fellows support the mission of Conserve School through their work in the academic and student life functions of the school. The teaching fellow experience provides training and practical experience in a boarding school setting, as fellows work alongside experienced educators in the areas of academic teaching, outdoor education, and student services.

Essential Functions

Provide supervision, care, and support for adolescent students on campus, as well as during off-campus activities. Assist a Lead Teacher in the preparation, delivery, and evaluation of one class. Plan, prepare for, and conduct programming for students, including multi-day backcountry travel and camping experiences in upper Great Lakes region. Contribute to and support the physical, intellectual, personal, emotional, and social development of adolescent students. Communicate effectively with students, their families, colleagues, and other stakeholders.

Teaching Fellows must have been awarded a college degree (B.A. or B.S), and hold certification, valid through the end of May 2020, in Wilderness First Aid (or a more advanced level of training, such as Wilderness Advanced First Aid, Wilderness First Responder, or Wilderness EMT; Conserve School will provide a stipend of up to \$200 for those who need to acquire certification before beginning employment). The following physical and cognitive skills and abilities are necessary for a Teaching Fellow to successfully perform the essential functions listed above:

- Ability to live and work on the campus of Conserve School.
- Ability to see and hear sufficiently well to monitor activity, interactions, and environmental sounds. Aware of surroundings.
- Ability to effectively communicate clearly to children and adults, orally and in writing, using the English language.
- Ability to use judgment to solve problems and make decisions, including in stressful situations.
- Ability to effectively regulate emotions.
- Ability to establish respectful rapport with a wide variety of people.
- Ability to maintain confidentiality.
- Ability to take direction and correction.
- Ability to work for prolonged periods in various postures and positions, including standing, walking, climbing stairs, bending, kneeling, and sleeping on the ground on a camping pad.
- Ability to lift and carry up to 30 pounds.
- Ability to be outdoors for extended periods of time in a wide variety of weather conditions, including extreme cold.

Nature and Scope of Duties

Specific duties vary from week to week based on the needs of the students. Conserve School selects Teaching Fellows based on the needs of the school and the interests of the candidates.

Duties of this position include, but are not limited to:

- Live on campus. Teaching Fellows will be assigned to apartments in residence houses (no pets permitted).
- Participate in the rotating duty schedule on weeknights and weekends. {Approx. 40% of regular responsibility}

Activities include, but are not limited to:

- Residence house supervision,
- Recreation center supervision,

- Academic support during student study hours,
- Supervision of student meals in the dining room,
- Administration of basic medical care for students (when Health Care Coordinator is unavailable),
- Facilitation and supervision of student activities
- Assist a Lead Teacher in the preparation, delivery, and evaluation of one class (Outdoor Skills, AP Environmental Science, History, English, Environmental Stewardship, Math, or Spanish,) or program area (Ecology). Visit the Conserve School website to learn more about these courses. {Approx. 46% of regular responsibility}
- Support students in their learning and development through the following {Approx. 8% of regular responsibility}:
 - Serve as the advisor for two students (first-year staff members will not serve as an advisory during their first semester).
 - Facilitate student enrichment activities.
 - Co-lead one or two Exploration Week wilderness trips or alternate duties as needed each year.
 - Assist with student solo camping supervision or alternate duties as needed each semester.
- Assist in other areas in support of the school as assigned and as needed. {Approx. 6% of regular responsibility} Areas include, but are not limited to (not all Teaching Fellows will participate in all of these):
 - Assisting with the teaching of additional classes,
 - Substitute teaching,
 - Assisting with outdoor and recreational gear maintenance and organization,
 - Assisting with planning and implementing events and programming,
 - Driving students to off-campus appointments and activities
- Support and communicate to students, staff, guests, and community the mission, vision, and values of Conserve School.
- Assist students in developing a trusting, supportive living-learning community by teaching and role-modeling the Conserve Code, (which includes refraining from the possession or use of illegal drugs), maintaining appropriate relationships, and practicing skills such as listening, communicating clearly and directly, demonstrating flexibility, managing stress, making thoughtful decisions, seeking help when needed, and resolving conflicts professionally.
- Ensure the safety and good order of students at all times. Teaching Fellows are expected to take the initiative and keep or restore order wherever and whenever it is needed, and to respond to emergencies at all times, even if not on duty.
- Participate sincerely in the staff assessment and evaluation process.
- Participate, as needed, in all-school projects, including accreditation.
- Support the school and its leadership.
- Other duties as assigned.