

## English/History Teaching Fellow

The Archer School for Girls is seeking a full-time English or History Teaching Fellow for the 2019-2020 school year. We are looking for new or aspiring educators who have a desire to join the teaching profession under the direction of skilled mentor faculty. Ideal candidates have a growth-mindset, positive outlook, and a deep appreciation for the importance of working in a diverse and inclusive community. A passion for working with young people in a culture of teaching excellence is a must.

Teaching Fellows support the overall academic program by teaching 1-2 classes in their subject area, substituting across all subject areas, collaborating on lesson design with master teachers, leading x-block workshops, and providing administrative and student support.

### General Responsibilities

- Actively support teachers, students, and overall program; initiate assistance with a can-do, willing attitude
- Teach 1-2 classes in subject area
- Substitute across the curriculum
- Manage online calendar and communications with the Division Coordinator
- Serve as an advisor or co-advisor
- Attend required meetings and school events, including all New Faculty meetings
- Design, coordinate, and lead x-block workshops
- Assist Division Coordinators with administrative responsibilities
- Provide after-school student support in PAWS
- Help maintain community spaces including the Faculty WorkRoom
- Be actively involved in the school community

### Daily Responsibilities

- Check in at Division Coordinator's desk between 7:15 and 7:30 am to review schedule
- Lead PAWS (student academic support) program after school until 5:00 on designated days
- Be available for administrative support or student supervision when not teaching or in designated planning periods
- Demonstrate flexibility and initiative to support the dynamic daily program

### Subbing/Coverage Responsibilities

- Take role and call/text/email Division Coordinator with absences
- Review and follow the lesson plans
- Email teacher with lesson feedback & leave any student work in teacher mailbox or secure location
- Leave classroom orderly and clean

### Student Support

- Communicate regularly with teachers, advisors, and administration on relevant issues
- Follow-up with students in PAWS who require attention and, if necessary, refer them to the appropriate person for additional support
- Adhere to the Guidelines for Professional Relationships

Ideal candidates will have a bachelor's degree in English or History or in a related field of study.

The Archer School for Girls is an educational community that supports and challenges young women to discover their passions and realize their true potential. Beyond competitive pay and benefits, faculty enjoy working in a collegial, growth-oriented, and joyful community. We seek faculty who will contribute to an equitable and just learning environment. Integral to its mission, Archer has remained passionately committed to cultivating a diverse and inclusive community where all students can thrive personally and academically.

To apply, please click on the link below:

<http://www.archer.org/careers>

No phone calls, please. More information on Archer can be found at [www.archer.org](http://www.archer.org). The Archer School for Girls is an Equal Opportunity Employer.