



# JOB DESCRIPTION

National History Academy

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POSITION: Teaching Fellow                      POSITION STATUS: Full Time/Seasonal  
DEPARTMENT: Education                      CLASSIFICATION: Exempt  
REPORTS TO: In Order: Academy Director, COO, President & CEO

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## **POSITION SUMMARY:**

The National History Academy is recruiting six Teaching fellows who are passionate about American history to implement a unique curriculum based on Harvard Business School Professor David Moss' case method of teaching history, and to instill a lifelong love and passion of learning in their students. This 6-week fellowship (one week of training and five weeks of Academy) will provide teachers with room & board, a stipend, transportation to and admission at all historic sites visited, and a truly once-in-a-lifetime opportunity to experience American history in the places it actually happened.

The Academy will offer an inspiring and engaging learning environment. Each week, the students will take 3-4 trips to historic sites. On classroom days, teachers, with the assistance of Counselors/Teaching Assistants, will guide students as they read primary source documents and engage in rich debate and discussion about significant periods in American history. The Academy will employ a hybrid of formal and informal learning methods through discussion, reading texts, watching films and documentaries, and lectures by noted scholars and historians. All of this will be further explored through collaborative learning experiences during the immersive on-site visits.

## **RESPONSIBILITIES**

- Teach students about our nation's identity, including the founding of American democracy and their rights and responsibilities as citizens
- Empower students to become critical thinkers and to develop a line of inquiry when approaching history
- Help students gain a deep conceptual understanding of the important events, inventions, and time periods that have helped shape America
- Create lesson plans and organize student-lead classroom discussions pertinent to the historical sites and topics focused on each week
- Identify supplemental teaching resources and primary sources to help students understand the concepts being presented
- Be a reflective listener and unbiased assessor of class discussions and final student projects
- Continually assess students' understanding of concepts and modify lessons as required
- Model initiative, resiliency, and patience for students, while maximizing student experience
- Conduct all teaching practice and related activities in a professional manner
- Serve as the primary caregiver for each student. Maintain high levels of health and safety for all students and staff
- Be a role model for students and staff in attitude and behavior. Follow and uphold all safety and security rules, and all policies and procedures

- Support the values and mission of the National History Academy
- Perform other duties as assigned.

#### **REQUIREMENTS.**

- Must have experience teaching American history, preferably including some experience with place-based education
- Demonstrated excellent oral and written communication, interpersonal and leadership skills. You must be able to speak clearly to students, other teachers, parents and administration officials.
- Excellent organization and time management skills
- Problem solving skills and the ability to lead and instruct
- Instruction skills and the ability to explain new ideas and unfamiliar concepts with authority
- Engage students in each lesson, and serve as an unbiased listener for classroom discussion
- Create healthy relationships with students and faculty to create a high-quality learning environment
- Observe and assess student behavior and enforce safety regulations, emergency procedures, and apply appropriate behavior-management techniques
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist students in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Must be first-aid/CPR certified
- Must pass a background check

#### **EVALUATION:**

Evaluation will be on an ongoing basis in staff meetings and in private conversations. A formal written evaluation will be completed at the end of the summer session. Performance will be based on degree and quality of completing the job description.

#### **CONDUCT:**

It is understood that every employee will make a good faith effort to conduct themselves in a friendly, helpful and professional manner at all times.