



THE TRAVELING SCHOOL

**Role:** Academic Teacher

**Location:** Fall 2024: Southern Africa/Spring 2025: South America

**Purpose:** Each teacher is responsible for supporting a safe and reliable semester in terms of accommodation, activities, transportation, group stays, community service projects, and logistics. Teachers strive to fulfill the school mission through collaboration and effective communication. This position works closely with the members of the semester teacher team as well as the Head of School and Academic Dean (based in Home Office). The lead teacher, the Program Coordinator, is the field supervisor; all teachers are supervised by the Academic Dean and Head of School.

## **Essential Faculty Responsibilities**

### Fundamental Competencies:

- Represent and further The Traveling School's mission, vision, values, and educational philosophy.
- Understand and adhere to TTS policies, practices, and procedures as outlined in the Faculty Handbook.
- Manage risk and practice sound decision-making to promote the safety and well-being of each individual and therefore the entire group.
- Live and work alongside an intimate cohort of students and faculty while practicing inclusivity, open-mindedness, and respect to build a supportive community.
- Role model healthy and positive communication, self-care and habits.
- Integrate and provide insight into cultural experiences to expand each student's comprehension of the world.
- Lead, seek, and support outdoor pursuits to challenge students to expand comfort zones and achieve new levels of self-confidence.
- Incorporate a progression of leadership skills to expand each student's confidence, communication, and capacity to create change as empowered young adults.
- Build rapport with and mentor all students while providing individualized mentorship for a small group of mentees.
  - Write mentor comments 3-4 times per semester.
- Complete all required paperwork and other documentation to record semester events and to document student and staff performance.

### Risk Management, Logistics and Organization Responsibilities:

- Help plan, organize, and supervise daily academic, cultural, and outdoor activities.
- Help organize transportation, accommodations, and food according to semester itinerary and faculty handbook guidelines.
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  - Communicate with reserved accommodations and seek accommodations when necessary.
  - Plan and shop for group meals and snacks.

- Understand and support student pre-existing medical and mental health needs to the best extent possible. This includes acknowledging food allergies and dietary restrictions.
- Help manage and escalate incidents as they occur throughout the program in collaboration with the TTS home office.
- Check in with students regularly throughout the semester, particularly when following up on illness, injury, or provided medical care.
- Support and craft a balanced teacher team with a two-day rotating duty schedule.
- Maintain accurate financial records and adhere to program budgets.
- Communicate with contracted partners to ensure all involved parties understand the contract, TTS risk management expectations and shared experience goals.
- Communicate openly with the Home Office

*Academic Teaching Responsibilities: Specific responsibilities include, but are not limited to:*

- Plan classes, units, and authentic assessments to develop students' critical thinking skills and meet course objectives in accordance with The Traveling School curriculum.
- Pursue experiential academic activities to complement and enhance curriculum and encourage students' critical engagement.
- Cultivate an inclusive, collaborative learning environment to encourage student participation and academic growth.
- Uphold rigorous academic standards; reference academic course outline and course expectations.
- Differentiate teaching based upon student learning profiles.
- Write academic comments for midterm and final transcripts.
- Meet or exceed the required course hours for each class as stated in the handbook.
- Maintain and submit completed gradebook including grades and daily attendance.
- Contribute to semester blog post creation (academic, activity, and group updates) according to the itinerary.
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- Provide two lesson plans at the end of the semester for each course.

### **Minimum Qualifications**

- Bachelor's degree
- Wilderness First Responder & CPR certification for leadership position (or ability to obtain certification prior to contract)
- Basic First Aid and CPR for teacher position (or ability to obtain certification prior to contract)
- At least one year of work experience between college graduation and Traveling School employment in an experiential education/leadership position
- Ability to meet and uphold [Teacher Essential Eligibility Criteria](#)
- Teaching experience (outdoor education and/or classroom)
- Personal experience with outdoor pursuits such as backpacking, Leave No Trace camping, rock climbing, rappelling, rafting, or canoeing

- Strong interpersonal and writing skills
- Computer proficiency
- Receive a satisfactory review of any publicly available internet information, including National Sex Offender Registry, fingerprint based criminal background, credit and driving record (if driving is required) checks

### **Preferred Qualifications**

- Advanced/master's degree, teacher certification, or significant equivalent knowledge and experience base
- Facilitation skills and instinct for teaching team-building, leadership skills, and managing group dynamics
- Experience working with and mentoring teenagers, particularly in women-centered schools and spaces
- Experience leading outdoor activities
- Experience lesson planning, administering summative and formative assessments, and grading with clear expectations
- Work or personal travel experience in Traveling School course areas
- Ability to give and receive feedback with a growth mindset
- Flexibility, strong work ethic, and perseverance
- Experience working with one or more co-instructors
- Experience hosting discussions, lectures, meetings, and debates on controversial issues
- A sense of humor, grit, and eagerness to bring the stoke and magic
- Spanish language proficiency (South America semester)

### **Physical Requirements & Working Conditions**

- Work extended and irregular hours, sometimes in adverse outdoor conditions, sitting, standing and lifting
  - Environments include, but are not limited to: group living, extremely wet and dry climates, heat, sun, snow, ice, cold, biting and stinging insects, exposure to wild animals, swimming, high altitude, traveler's diarrhea, snorkeling, rock climbing, rappelling, mountain biking, horseback riding, white-water rafting, surfing, mountaineering, boating, strenuous physical activity, hiking, field work, and triggers for allergies such as smoke and dust.
- Limited personal time and space
- Limited access and minimal use of technology in front of students
- Flexible and enthusiastic attitude
- Ability to work on a team, make decisions, and provide creative solutions to a variety of issues
- Able to perform as a certified Wilderness First Responder/Wilderness First Aid with CPR certification
- High level of physical activity
  - Ability to lift and carry a 50-pound backpack, up to 8 miles over rugged, uneven terrain
  - Ability to swim in open water conditions
- Adhere to and enforce specific health practices and protocols, including those related to COVID-19, as determined by Traveling School and areas of travel

## **Commitment to Diversity and Inclusion**

The Traveling School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. Women, people of color, Native Americans, immigrants, LGBTQIA+ people, and other underrepresented and historically marginalized groups are strongly encouraged to apply.

## **How To Apply**

Find more details and the application on our [Careers page](https://travelingschool.com/careers) (travelingschool.com/careers).

Applications are considered complete upon submission of the following:

- Application
- Cover Letter (preferably uploaded with application)
- Resume (preferably uploaded with application)
- Higher level transcripts (preferably uploaded with application)
- Lesson Plan (preferably uploaded with application)
- 3-5 professional references (listed on application)

If needed, the supporting documents can be emailed to [admin@travelingschool.com](mailto:admin@travelingschool.com). Contact Mary Reid Munford, Academic Dean, with questions about the teaching position or application process. She can be reached at [mrmunford@travelingschool.com](mailto:mrmunford@travelingschool.com) or 406-209-8260. Correspondence via email is preferred.

Applications accepted through March 4, 2024 for the 2024-2025 academic year. We review applications periodically during the open period and may begin to offer interviews to qualified candidates prior to the March deadline. Interested and qualified applicants are encouraged to apply prior to the deadline. After initial review, The Traveling School may solicit further information from select candidates. Finalists will be asked to partake in formal interviews. The Traveling School is committed to taking the time to carefully review candidates and will not fill the position until the ideal candidate is found.