

# *SummerQuest*

## **Lead Teacher Application**

### **Lead Teacher Job Description:**

SummerQuest was founded in 1996 to serve middle school students in Eagle County who are identified as talented but in need of skill remediation. Many of the students struggle in school because English is their second language, and many do not have the structure at home to support success in education.

SummerQuest is meant to bridge the gap between school years, help students develop their mathematics and English skills, provide a safe place for learning, and encourage students to value their education and stay in school. Each student attends classes from 8:00 to 12:15, chooses to participate in an elective, goes on field trips, and attends a celebratory graduation ceremony on the last day. But by far the most important, and most memorable, part of the summer is the interaction with their SummerQuest teachers.

As a lead teacher, you will be paired with a college-aged teacher and a high school aged teacher; together you will plan interactive, educational lessons in math, reading, writing, and an elective. You will be responsible for delegating tasks and lessons to your team, and helping them to design their own lessons. The program runs the entire month of July. The normal work hours are from 7:00 to 1:00pm. You will be asked to stay beyond 1:00pm at least twice a week for staff meetings (Wednesdays) and planning with your team. During the month you will attend three field trips that will go beyond the normal school day hours. You will also be asked to attend the graduation ceremony during the evening of July 31<sup>th</sup>.

There will be an orientation for new teachers on July 2nd and 3rd. During the orientation you will have the opportunity to meet your colleagues and become familiar with the program. The compensation for a lead teacher is \$2,500 paid at the completion of the program.

### **Roles & Responsibilities:**

- Teachers will drive vans safely and responsibly, and will depart the school at an appropriate time so that they can pick up all students and have them at school by 8:00am. (Must depart usually around 7:00am)
- Teachers will return students safely to their home, departing VMS around 12:15 after lunch.
- Teachers will make sure the van is in good condition every day in terms of both cleanliness and maintenance. This includes filling the gas tanks and cleaning the van.
- Teachers will lead their teaching team, delegate responsibility, and guide co-teachers in their growth as a teacher.
- Teachers are responsible for the majority of lesson development and progression throughout the four weeks. Teachers will teach reading, writing, and math lessons throughout the month. While teamwork is essential and co-teachers will develop individual lessons, the lead teacher will always “keep the end in mind” and guide co-teachers accordingly.
- Teachers must lead both the students and the co-teachers in the classroom each day. They are ultimately responsible for overseeing all the lessons for the day – even if a co-teacher is working with another group.
- Teachers will participate in outdoor activity each day.
- Teachers will play an active role during field trips, evening events, and outings.
- Teachers will be asked to lead an elective, usually with another *SummerQuest* teacher.

To complete the application process, **please submit a resume and responses** to the questions below via email to Lauren Powell, [lpowell@vms.edu](mailto:lpowell@vms.edu). Feel free to call me with questions 970-420-7330.

# *SummerQuest*

## Lead Teacher Application

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Please respond to the following questions:

1. The SummerQuest mission statement identifies potential students as those who ‘may not be achieving to their potential in school due to factors that include socio-economics, language barriers, and others. Our students have also been characterized as ‘extremely energetic.’ What is your interest in working with such children?
2. The vast majority of the students served by this program are native speakers of Spanish. What experience do you have with the language? Would you consider yourself fluent? Proficient? A novice?
3. Besides the core curriculum of language arts and math, SummerQuest teachers are each expected to direct additional offerings. Past activities have included photography, soccer, journalism, cooking, improvisational acting, and others. What special skills would you share with the program?
4. Because continuity is crucial to the program, it is necessary for all new teachers to consider whether it is likely that they could serve two to three years. What are the factors that will affect the next two summers of your life? Could you make a multi-year commitment?
5. One of the primary responsibilities of a lead teacher at SummerQuest is to direct a team made up of a lead teacher, college student, and high school student. What experience have you had working with high school and college age students?
6. Lead teachers are responsible for the academic planning of SummerQuest. Do you feel comfortable planning lessons for middle school students? Describe your previous experiences here.
7. It is necessary for lead teachers to drive SummerQuest students to and from the program in a van. Are you comfortable driving a fourteen-passenger van? Are you willing to commit to maintaining a safe and positive environment in your vehicle? Do you have a clean driving record?
8. Are you able to commit to the entire month of July, from 7:30am-1pm, some days being full-day commitments due to field trips and Wednesday staff meetings?

To complete the application process, **please submit a resume and responses** to the questions above via email to Lauren Powell, [lpowell@vms.edu](mailto:lpowell@vms.edu). Feel free to call me with questions 970-420-7330.