

**JOB DESCRIPTION**  
**COASTAL STUDIES FOR GIRLS**  
**Teaching Faculty**

**JOB TITLE:** Teacher for Intermediate French and Intermediate Spanish

**REPORTS TO:** Director of Education

**SCHEDULE:** Please call to discuss options and availability; Position could range from part-time hourly to full-time, January 11-June 15, 2010; possibility for renewal for the following academic year, August 15-June 15, 2010-2011

**START DATE:** January 11, 2010

**JOB OBJECTIVES:** Coastal Studies for Girls is a start-up science and leadership semester school in Freeport, Maine. The major responsibility of a Teacher at CSG is to design and deliver curriculum for 1-3 academic classes, including planning, maintaining class records and lesson plans, instruction, field trips and experiential activities, and student evaluation. Secondary responsibilities include administrative leadership over certain extra-curricular program areas as assigned, such as coordination of the Guest Lecture series or maintaining the school blog. Teachers work closely with Resident Interns for assistance during classes, field trips and extracurricular activities, and are expected to offer informal mentoring in return. This position also involves student supervision during evenings and weekends, according to a predetermined rotating schedule. As the prime carriers of our leadership model, educational philosophy, and our entire academic and experiential program, Teachers are expected to uphold the highest standards for themselves and their students, to serve as a role model and mentor, to have a deep commitment to girls and girls' education, and to embody the CSG mission and philosophy. A positive attitude is also paramount, along with a sense of humor and the ability to be flexible in an ever-changing environment.

**JOB STANDARDS:**

- A deep understanding of and dedication to the mission of Coastal Studies for Girls
- Experience teaching high school in 1-3 of the identified academic content areas
- (Marine Science only) Laboratory and/or field-based ecology research (preferably in a teaching role)
- Excellent written and oral communication skills with strong attention to detail
- Experience with developing and maintaining productive working relationships
- Ability to work as a part of a team as well as independently

**JOB RESPONSIBILITIES AND DUTIES:**

- Design and deliver curriculum for one-three academic classes, including planning, writing lesson plans for class records, instruction, and student evaluation

- Assume administrative duties/management for one or more non-academic program areas, such as the Mentoring Program, Guest Lecture series, trip logistics & equipment, blog, e-news, Parent Weekend, etc. (assignments to be determined based on interest, skill, experience and the common good of CSG)
- Supervision of students during study hall and other non-class hours (evening and weekend rotation)
- Plan and lead field trips, extra-curricular and recreational activities during non-class hours (evening and weekend rotation)
- Participate in planning and leading extended school field trips (e.g. week long Leadership Adventure trip)
- Participate in planning and leading Student Orientation, Parent Weekend, and Closing
- Interaction with sending schools regarding student records, transcripts and credit requirements
- Assistance with school promotion and recruitment as needed
- Participate in and assist with Marine Science field research projects
- Coordinate and lead end of semester student Exhibitions of Learning
- Assist administrative staff on an as-needed basis
- Support the mission of the school by serving as a positive role model during all interaction with CSG community members and affiliates (including actively engaging in CSG's leadership curriculum through participation, teaching, and modeling/practice)
- Participate in all staff orientation, training and professional development sessions
- Food service as needed

**Compensation:**

Salary range \$28,000-\$32,000 (based on a full-time contract)

**Benefits:**

Individual health insurance plan available, co-pay

**Reviews:**

Two and four month benchmarks

**To Apply:**

Application deadline: position open until filled. Applications must include a cover letter, resume and 3 references. Electronic applications preferred, please attach documents as pdf's or in Microsoft Word format only. Please send all correspondence to:

Coastal Studies for Girls  
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