

EXPECTATIONS OF A KEYSTONE SCIENCE SCHOOL FIELD INSTRUCTOR

Summary of key responsibilities:

A field instructor delivers instructional materials, activities and information to participants of all ages, including, students, teachers and guests. This role also includes maintaining high quality instructional materials, teaching spaces and the cleanliness of our buildings.

I. Teaching

- A. Be an effective and clear teacher.
- B. Understand and address the goals and objectives in each of the theme areas and works forward developing a progression which suits their teaching style in each theme area.
- C. Uses a variety of teaching techniques, particularly hands-on and inquiry-based approaches to teaching science.
- D. Has ability to read an audience.
- E. Effectively uses teaching aids, e.g. AV equipment, indoor lab activities, appropriate computer and other technologies, snow pit kits.

II. Curriculum

- A. Has ability to teach 85-90% of the classes which comprise the KSS curriculum in the field or in a classroom setting.
- B. Has the ability to be an exemplary role model for the students who come to the Science School. This includes other participants, such as teachers or other adults who may participate in programs offered at KSS.

III. Safety

- A. Shows consistently good judgment.
- B. Is cautious/conservative; knows own limitations and is able to gauge the abilities of participants in their group.
- C. Sets excellent example.
- D. Understands and supports the KSS safety policies and operational procedures.

IV. Leadership

- A. Organizes well on a daily basis; is timely and considerate of others.
- B. Takes initiative to handle problems without being asked.
- C. Is flexible with changes in program schedule.
- D. Takes responsibility for actions; is honest.
- E. Is well respected by students, teachers and other field instructors.
- F. Has accurate self-perception -- knows own strengths and weaknesses and uses them to benefit the program and the participant.
- G. Asks for assistance when needed.

V. Communication

- A. Seeks others' opinions and listens well.
- B. Behaves professionally towards participants and other instructors.
- C. Participates in the evaluation process, both program, peer and individual.
- D. Communicates to Programs Director in the event of any emergency or problem.
- E. Understands, models and communicates the guiding principles, mission and vision of KSS to colleagues, participants and guests.

VI. Professionalism

- A. Maintains a professional appearance, using clothing and gear appropriate for an outdoor teacher.
- B. Displays a positive, healthy attitude for the organization and feels good about the work they are doing at KSS.
- C. Uses discretion in conversing about participants with colleagues or other participants (including location and time of discussion.)
- D. Take their role as a field instructor seriously and portrays their level of professionalism to peers and colleagues, both inside and outside this educational setting.

VII. Wilderness Ethics

- A. Sets an example of behavior toward the environment in the field, through actions and teaching.
- B. Presents factual, non-biased information with regard to the field study areas in which Keystone Science School specializes.
- C. Incorporates a connection to ourselves and other humans, whenever possible.

VIII. Non-teaching Role

- A. Performs the running of meals on campus, including supervision of students performing set-up and clean-up duties.
- B. Performs the necessary cleaning duties on campus to insure quality of program.
- C. Assists with campus related improvements and equipment maintenance as needed.
- D. Maintains clean personal and communal living spaces.

NON-NEGOTIABLE FOR ALL KSS STAFF MEMBERS

The practice of any of the following in all positions outlined above are immediate grounds for dismissal.

- A. Abuse -- Child abuse, sexual harassment or abuse of any person will not be tolerated. A person suspected of abuse will be reported to the authorities.
- B. Theft - A fair review is required of an accused, but if the person is convicted or is a KSS finding rules that an employee is guilty of theft (no matter what level) this is grounds for dismissal.
- C. Illegal Drugs - Any transaction involving illegal drugs - possession, use or sale will not be tolerated.
- D. Substance Abuse - Any use of a substance in excess (such as alcohol) can be grounds for dismissal. It is expected that employees will only use substances such as alcohol or smoking when not on duty and in a discrete manner. Use should be limited to non-working hours and must not impair ability to complete work.
- E. Driver's License - Loss or restrictions that would limit the ability to transport students or drive for purposes needed during work are intolerable.