

**Teaching Fellowship - Library Assistant and Instructional Technology Fellow
2015-2016 Academic Year
Position Description**

The Nashoba Brooks Teaching Fellowship is designed to support the development of future teachers and leaders in education. Nashoba Brooks is committed to using innovative instruction, including mobile technology and design thinking theory, to equip our students with the tools, resources, and skills necessary to be successful in the 21st century. This is a 10-month position, beginning on August 15, 2015. Fellows will work closely with librarians and will also be responsible for assisting with leadership of a student activity or program. Upon completion of this one-year program, Fellows will be prepared for a number of career options in independent schools. The Library Assistant and Instructional Technology Fellow will report to the Director of Educational Technology and Innovation.

Specific Responsibilities

- Assist with teaching responsibilities
- Facilitate or assist with student activity or program
- Assist with management of library collection, circulation, and physical space
- Collaborate with teachers to initiate and support technology integration
- Assist with evaluating, promoting, and using existing and emerging technologies to support the mission of Nashoba Brooks School, including proposing appropriate acquisitions
- Maintain an awareness of emerging and innovative trends in educational technology and pedagogy

Qualifications

- Bachelor's degree required
- 0-3 years teaching experience
- Excellent knowledge of subject area
- Strong oral and written communication skills
- Demonstrated ability to communicate directly, effectively, respectfully, and constructively with people of all ages
- Excellent problem solving and project management skills
- Demonstrated commitment to continuous learning at both the individual and institutional level, including the ability to receive and grow from constructive feedback
- Demonstrated understanding of and commitment to working with diverse populations

The successful candidate will model integrity, professionalism, curiosity, responsibility, creativity and respect for all persons, as well as a demonstrated commitment to advancing the school's core values of diversity, service learning, and character education.

Application Process

Applicants should submit a cover letter, résumé, and three references to:
Anthea Lavergne Director of Educational Technology and Innovation
Email: libraryfellow@nashobabrooks.org
Homepage: www.nashobabrooks.org

150713