
The [St. Timothy's School Teaching Fellows Program](#) will offer two recent college graduates with exemplary academic backgrounds and a demonstrated commitment to a career in teaching a year-long opportunity to:

- Collaborate closely with a Master Teacher, administrators, and colleagues to further strengthen skills in lesson design, best practices for instruction, classroom management, and parent partnership and communication.
- Gain valuable first-hand experience by assisting, co-teaching, and leading a variety of lessons and units of study across several grade levels and academic disciplines in either the St. Timothy's Lower School or St. Timothy's Middle School.
- Participate fully in, and contribute extensively to, all aspects of the life of a thriving Episcopal preparatory school, including chapel services, athletics and extracurriculars, field trips, school events, and special projects.
- Pursue ongoing professional development opportunities with the entire STS teaching community throughout the year—attending conferences and workshops, participating in continuing education coursework and webinars, working with consultants and coaches, and more.
- Connect with and visit other leading independent schools in North Carolina, observing other classrooms and building an invaluable professional network of independent school educators and administrators.

Duties/Responsibilities

At St. Timothy's School, each division's Teaching Fellow will:

- Be assigned one mentor teacher with whom he/she will closely work for the first quarter of the school year. He/she will observe the teacher's lessons, attend meetings, assist in class activities, and ultimately work with the teacher to lead one or more lessons per week with his/her support and supervision.
- In trimester 2 and 3, observe and guest teach in other classrooms and other grade levels in the division.
- In trimester 2 and 3, periodically cover for teachers for their recess, lunch, study hall, traffic duties, etc., allowing the teachers more opportunities for planning, meeting, and collaboration.
- In trimester 2 and 3, act as an emergency substitute for teachers when they cannot attend school for some/all of the day, ensuring that learning continues uninterrupted for their students.

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- In trimester 2 and 3, be available, as scheduled, to assist and support teachers in particular lessons or learning activities where added adult support could be beneficial. In addition, the Teaching Fellow can be available to offer break-out small-group academic enrichment and/or additional support, or can work with the larger class so that the teacher is available for small-group academic enrichment and/or additional support.
 - Assist classroom set-up, clean-up, copying, laminating, photography/website updating, and instructional/organizational support.
 - Serve as a head coach or assistant coach for a middle school STS athletic team or a lower school intramural program during at least one of the three athletic seasons.
 - Assist with planning, set-up, hosting, supervision, clean-up, and logistics of various events (grade-level events like Author's Night, Landmark Projects, Donuts with Dads, the Christmas Pageant, etc. in Lower School, and socials, service projects, and field trips in the Middle School).
 - Visit peer independent schools around North Carolina to observe and connect with teachers.
 - Attend and participate in all faculty meetings and professional development days.

Supervision

The Head of Lower School will be responsible for the scheduling, support, and supervision of the Lower School Teaching Fellow. The Lower School Teaching and Learning Coordinator will also assist, particularly with professional development and instructional support.

The Head of Middle School will be responsible for the scheduling, support, and supervision of the Middle School Teaching Fellow. The Middle School Teaching and Learning Coordinator will also assist, particularly with professional development and instructional support.

The Head of School will assist with connections and guest visits to other independent schools in the state and participation in relevant NCAIS networking and professional development opportunities.