



SEGL

The School for Ethics and Global Leadership

c/o 1717 19th St. NW #B Washington, DC 20009
info@schoolforethics.org

POSITION DESCRIPTIONS

ACADEMIC DEAN

RESIDENTIAL DEAN

LEAD TEACHER

About The School for Ethics and Global Leadership

Located in Washington, DC, The School for Ethics and Global Leadership is a selective, semester-long residential program for 32 intellectually motivated high school juniors from across the United States. The program selects students who have shown outstanding character, promise for leadership, and scholastic ability and provides them with a unique curriculum that emphasizes ethical thinking, leadership development, and international affairs. More information is available at www.schoolforethics.org.

Teachers hired for the 2007/8 school year will play a critical role in the school's development, particularly during the fall of 2007, which has been set aside for collaborative faculty planning. The school will open for the spring, 2008 semester.

Mission Statement

To provide a diverse group of intellectually motivated high school juniors from across the United States with the best possible opportunity to shape themselves into ethical leaders who will create positive change in our world.

About the Positions

The School for Ethics and Global Leadership is seeking to hire three outstanding full time administrators: an Academic Dean, a Residential Dean, and a Lead Teacher. These three administrators, who also teach courses at the school, assist the Director in overseeing SEGL. Note that one of these three administrators will also serve as Assistant Director, acting in the SEGL Director's place while he or she is traveling and in the event he or she is unable to perform her or his duties. The Assistant Director will begin her or his tenure in June, 2007; the other administrative positions will start in August, 2007.

Responsibilities for each position include:

Academic Dean

The Academic Dean is a well-organized, proactive "details" person who:

- Serves as the primary contact for sending schools
- Ensures that SEGL meets the curricular needs of its sending schools
- Schedules standardized tests for all students
- Compiles and updates course descriptions
- Oversees the comments/grading/advisor letter process twice a semester
- Communicates and maintains school-wide academic ethical standards
- Creates student schedules, and documenting course changes where appropriate
- Mediates/manages disputes that originate through academic work



Residential Dean

The Residential Dean is a collaborative, energetic “community” person who:

- Oversees weekend and evening social planning (usually designed by teams of faculty and students)
- Determines roommates and housing assignments for incoming students
- Oversees the student advising program, including matching incoming students with appropriate teachers
- Mediates/ disputes that originate outside academic work
- Schedules and supervises faculty weekend duty
- Supervises planning for the Saturday morning “Wellness Block” (a weekly opportunity for students to explore a wide variety of issues related to physical/mental well-being; for more information see www.schoolforethics.org/SEGLBusinessPlan.doc)
- Coordinates the student morning chore program

Lead Teacher

The Lead Teacher is a nurturing, cooperative “ideas” person who:

- Provides ongoing support for faculty (evaluation, professional development, etc.)
- Creates interdisciplinary initiatives between teachers
- Mentors young and incoming teachers, including part-time graduate and/or undergraduate students from partner universities
- May serve as an adjunct professor at a partner university in order to offer that university’s students academic credit for student teaching at SEGL
- Serves as informal “ombudsperson” for student and faculty concerns

Qualifications

Prior administrative and teaching experience and a bachelor’s degree (master’s degree preferred for Lead Teacher) in an appropriate discipline are required. In addition, a successful applicant will be:

- Fully dedicated to accomplishing SEGL’s mission, and to making the semester students spend in DC the best intellectual and interpersonal experience of their lives
- Well-qualified to help create and supervise innovative, inspiring academic/residential initiatives
- Eager to work across disciplines with colleagues
- Willing and able to serve as a positive role model for young people
- Comfortable and adept at mentoring students in a culture of shared trust
- Able to listen to and empathize with the many stakeholders that make up the SEGL community
- Enthusiastic about living actively and visibly in a residential setting.
- Flexible and collaborative, often under stressful circumstances
- Excited to work as part of a passionate, collegial, mission-driven team

Within the pool of people who fit these criteria, the school strives to create a faculty and administrative team with diverse personalities and perspectives. SEGL recognizes that a “critical mass” of these teachers/administrators is necessary to ensure the variety of backgrounds needed to mentor and inform a diverse group of students.

Salary

Compensation is competitive and commensurate with experience. Full health benefits are included. The school also provides housing to faculty members who live in dormitories, and additional compensation to those who do not.

TO APPLY

Send a résumé, three references with full contact information and their relationship to you, and a letter explaining your qualifications and interest to:

Noah Bopp
Project Coordinator/Director
The School for Ethics and Global Leadership
c/o 1717 19th St. NW #B
Washington, DC 20009

Note that all administrators are also faculty members; an applicant for an administrative position should also indicate which subject area she or he wishes to teach (see appropriate position descriptions for details). Applicants should also indicate any interest in the Assistant Director role. SEGL will begin reviewing applications in late January, 2007. Positions will begin in August, 2007. Please send any questions about this position and/or the application process to noah.bopp@schoolforethics.org.

The School for Ethics and Global Leadership admits students of any race, color, national origin, ethnic origin, creed, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnic origin, creed, or sexual orientation in administration or its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.