



## **BROOKS SCHOOL POSITION DESCRIPTION**

Position Title: Davis Fellow

Classification: Exempt/Faculty

Position Type: Full time

Benefits Eligible: Yes

Start Date: July 1, 2022

### **DAVIS FELLOWS PROGRAM**

Brooks School's commitment to meaningful education extends beyond the student experience to include support and growth for young educators; those who are new to our school community, and also new to teaching, coaching, and residential life.

Brooks believes that meaningful education happens in the classroom, on the stages, studios and playing fields, and in our shared spaces outside the school day. Inspired by this philosophical conviction, we have designed a program to provide mentorship in more than one area of school life. While dedication to our mission unites us, it is our diversity that strengthens the Brooks School community.

### **OUR COMMITMENT**

Established in 2020, the Davis Fellows Program joins the Davis Scholars Program that currently serves our student population. Named for Brooks School alumnus Andrew Davis '81, the two programs honor his family's commitment to supporting the futures of young people from historically excluded populations in independent schools. The Fellows and Scholars programs are connected in name, mission and community, with the Fellow(s) encouraged to partake in the Scholars cohort. These valued Brookians add their unique perspectives and experiences and contribute immeasurably to the fabric of our community.

### **YOUR OPPORTUNITY**

A few Davis Fellow positions may be posted in any given year, with the expectation that one new appointment will be made. A Brooks School Davis Fellow will:

- teach one to two classes (observe one, teach one).
- partake in two seasons of afternoon activities (assistant coach in athletics, or supporting instructor in the arts).
- be affiliated with a dormitory.
- engage in admission responsibilities, if that is an interest.
- meet regularly with a mentor teacher, department chair, and the Dean of Curriculum and Instruction.
- connect with a mentor coach and/or director and dormitory head throughout the year.

The duration of the fellowship is one year, with the possibility of renewal for a second. Should a Davis Fellow wish to pursue an advanced degree in education, Brooks School will endeavor to partner with the institution of higher learning to support the Fellow toward that end. It is possible that a Davis Fellow be hired full time by Brooks School upon completion of the Davis Fellows Program. In 2022-2023 we are especially seeking candidates to teach mathematics or world languages and coach squash.

**EDUCATION:**

- Bachelor's degree required

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting and standing
- Ability to perform multiple concurrent tasks and functions in a fast-paced working environment

**TRAVEL:** This role does not require travel.

**APPLICATION AND POSITION INFORMATION:**

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school.

As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to Associate Head of School for Academic Affairs Susanna Waters at [swaters@brooksschool.org](mailto:swaters@brooksschool.org):

- Cover letter expressing why you are interested in Brooks and this opportunity
- A current resume
- Three professional references and their contact information

**EEO STATEMENT:**

The school will make any offer of employment contingent upon a candidate being authorized to work in the United States, and successfully completing criminal offender record (CORI) and sexual offender record (SORI) background checks.

Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

**COVID-19 VACCINATION POLICY:**

Brooks School is a COVID-19 vaccinated community. Unvaccinated visitors to campus are asked to refrain from entering any school buildings unless the school has granted an exemption. In all cases, unvaccinated people who have been granted an exemption must wear a mask over the nose and mouth at all times when in a school building.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Davis Fellow will be required to follow any other instructions and to perform any other related duties as assigned by the Associate Head of School for Academic Affairs or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.*

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**Employee Acknowledgment**

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**Supervisor Acknowledgement**