

Teacher

Responsibilities

On Arrival:

- Assist the Director with any last-minute paperwork regarding students (including your finalized class list, cabin and sharing group groupings updates, medical summary forms updates, etc.)
- Attend an orientation meeting once the students are with their cabin groups.

Teacher Forum:

- Each day, there is a scheduled time to participate in a workshop or discussion with your fellow teachers. This is a time to ask questions, share ideas, and delve deeper into the curriculum.

Teacher Time:

- Each day from 9-9:55am, you will have time alone with your class. We will provide suggestions, but you are free to use this time as you wish. Please bring any supplies you may need for Teacher Time.
- We will choose sites for Teacher Time during our first orientation meeting. Please consult with the other teachers and notify the Director if you would like to change your site. That way we can ensure that no one is interfering in another teacher's plans and also ensure we know where you are!
- No hikes during teacher time! This is for multiple reasons we will share during the orientation.
- During Friday's Teacher Time, students complete the post-program survey. Staff and cabin leaders will be assigned to assist you; ensure your students complete the survey.
- If you use any tarps during Teacher Time, please fold them up and put a rock on top of them when you are finished so they do not blow away.
- Please walk your students down to the campfire after Teacher Time, arriving on time at 10am. Their cabin leaders will meet them there. Please DO NOT send them down to the campfire unsupervised.

Medications:

- Make sure that all the students in your class receive their regular medications they brought with them as needed. You alone are responsible for the medication schedule. Your students can, of course, help to remind you.
- If any students are sick or injured, you may help The Mosaic Project staff care for the students. You may medicate students with The Mosaic Project's over-the-counter medications (only after checking the student's medical form for allergies and permission from the parent/guardian), so long as you record the medical condition, medication given, effect of the medication in the log book, and notify staff each time.
- If one of your students needs to spend the night in Club Med near you in the Madrone Lodge, we ask that you be the key adult regularly checking in on them. There will be no Mosaic staff sleeping in Madrone.

At Mealtimes:

- Mealtimes are one of the main times we ask for your help with supervision.
- You may sit at the staff table, or with any of the cabin groups after checking in with the cabin leader.
- Help us clean the staff table and ensure that students are working on cleaning their tables.
- If one of your students has brought their own meals for special dietary needs, you are responsible for getting it to them at the beginning of the meal. You can store the food in the Snack Shack.
- Help all students be quiet and attentive during announcements.
- This is a good time to check in with the Director, Logistics Coordinator, Chill Out Dude, and other staff members if you have any concerns about particular students. (If you would like to meet with the entire staff at once, ask the Director to be put on the agenda for the nightly staff meeting.)

The Children's Down Time:

- We ask that you help us in supervising the children during Down Time, especially at the pool and the basketball courts, as that is where the majority of the students will likely end up.

First Night Staff Meeting:

- Please join us the first night at 9:30pm in Oak for the beginning of our staff meeting so that you and the team can get to know one another.

Bedtime/Lights Out:

- Nighttime in the cabins is a very special time for the students as they wind down for the night. However, in our experience, the teachers' presence in the cabins can sometimes prompt homesickness in children, as well as jealousy/competition for the teachers' time (because it is not logistically possible to visit every cabin every night). Therefore, we ask that you observe from outside. Please wish your students a good night at campfire.
- The exception to the above is for necessary interruptions such as giving a child medication. If possible, give students their medications at the close of campfire, or immediately after campfire in Club Med. Of course, you may enter any cabin anytime there is an urgent need to do so.

Students' Mail:

- If one of your students writes a letter home, we will give it to you. You can either take a picture of it and text/email it to the parents, or you can wait to deliver it to the parents the next week. We cannot receive/send mail from the site. Parents can give letters to their children in their luggage if they wish. If parents give you mail to give to your students, please give it to them only at Teacher Time.

General Participation & Supervision:

- We encourage you to participate fully in the program. Please join in our activities and discussions. Staff will facilitate the activities, but your presence and participation can make the program more enriching and the effects more lasting for you and your students. Feel free to take breaks whenever you wish and to join in for as much of

the curriculum as you are able.

- We ask that when you do join in, you model enthusiastic and engaged participation for your students and that you stay with the group for the duration of the activity.
- Notify staff if you have any concerns about particular students.
- Support and assist our staff in their efforts to positively manage the students' behavior and resolve conflicts using The Mosaic Project's methods. Our behavioral management system is a part of our curriculum. While we ask that you let our staff take the lead in behavioral management for consistency's sake, we will of course partner with you regarding the behavior of your students.
- Help individual students who are ill, hurt, homesick, or have other needs.
- Do not pull a homesick child out of the group unnecessarily or for a long time, as this can make matters worse. We strive to help the child reengage with their groups and their peers.
- Do not put a child on the phone with a parent/caretaker without checking in with the Director or COO first. This almost always increases homesickness. We will work together to come up with a plan regarding communication with home to best support the child.

Communication with Parents/Caretakers:

- We ask that you send out email updates to parents periodically throughout the week. We have detailed templates for you describing each day's activities – you are welcome to use these templates or write your own updates. Parents also really appreciate a few photos if you have any to attach!
- We ask that you take the lead in calling parents when necessary. We will support you in making the decision about when it is necessary to call and update a parent. We will be present as you make the call, yet we ask you to be the one to speak to the parent. Do not make any calls concerning medical, homesick, or behavioral issues without checking in with the Director or COO first.

The Final Day:

- Complete the teacher evaluation of our program before you leave the program site. Thursday after dinner is a good time for this. We truly value your input!
- Please check the Lost & Found in case you recognize anything your students left behind.
- Please make sure ALL your students' luggage gets on your bus!

We hope that you will find this week restful, exciting, creative, rejuvenating, inspirational, thought provoking, and FUN! We also hope that you will take the lessons learned at The Mosaic Project back to your classroom. THANK YOU FOR YOUR PARTNERSHIP!