

***Responsive Classroom* Program Development and Writing Fellow**

Activities and Expectations

The *Responsive Classroom* (RC) Program Development and Writing Fellow will report to the Director of Program Development and will work in a team setting with other program developers, peer reviewers, publications staff, and principal scientists to plan and develop RC curriculum content and design RC workshop products.

The fellow will also work with Center for Responsive Schools (CRS) publications staff to author or co-author non-workshop CRS publications such as articles, white papers, books, or portions of books for teachers or students in elementary and middle grades.

1. Program Development:

The successful fellow will develop a portfolio of dissemination-ready workshop products. In order to do this, the fellow will:

- Be the lead developer on workshop projects from conception to dissemination.
- Participate in and contribute to research and development projects.
- Attend PD sessions to improve their capacity to develop workshop products.
- Learn and participate in the peer review process for developing workshop products.
- Participate in and provide support to pilot projects.
- Participate in continuous improvement process, including helping to design assessment tools or training manuals for assessment tools.

2. Publications/Writing:

The successful fellow will author or co-author a portfolio of publishable writing products. In order to do this, the fellow will:

- Attend PD sessions to improve their writing skills and capacity.
- Author and co-author CRS publications.
- Participate in all stages of product development from planning through dissemination.
- Provide feedback on material written by others.
- Perform content and reader reviews on publications at various stages.
- Contribute to annual product planning, helping to determine which publications to develop for retail sale and in association with workshops.
- Provide teacher and developer perspectives on content and classroom experiences to the publications team on an ongoing basis.

3. Other Activities and Expectations:

The successful fellow will be expected to travel no more than 45 days. The expected days include:

- Attending and presenting at the *Responsive Classroom* Teachers Conference (RCTC): November 3–4, 2017; and the *Responsive Classroom* Leadership Conference (RCLC): November 5–6, 2017
- Presenting ten (10) days of RC workshops
- Participating in the piloting or evaluation of a workshop or book
- Attending program development or publications training, planning, or work sessions meetings in Turners Falls, MA as requested
- Fellows are also expected to attend virtual (video-conference) regular staff meetings, program development, and publications team meetings