

Application Instructions for Responsive Classroom Program Development and Writing Fellowship

The application process is now open for the July 1, 2017–June 30, 2018 *Responsive Classroom* Program Development and Writing Fellowship.

This is a one year, full-time, salaried and benefited teacher-on-loan opportunity open only to *Responsive Classroom* consulting teachers. Fellows will learn the process for designing workshop products and for authoring or co-authoring a range of *Responsive Classroom* publications.

Please keep the following guidelines and requirements in mind as you prepare and submit your application:

1. This is a competitive process. While being a consulting teacher is the minimum eligibility criterion to be considered for the fellowship, it does not guarantee selection as a fellow.
2. Applicants selected for a final interview will be notified by February 17, 2017, and must be able to attend a mandatory Candidate Assessment Day on Saturday, March 4, 2017 in Turners Falls, MA.
3. There are four RC Fellows positions open (2 elementary and 2 middle school).

Application Process

1. The deadline for application submission is Tuesday, January 31, 2017. The **application and all supporting documents** must be submitted through the online Center for Responsive Schools Application for Employment by 11:59 pm EST on this date. The application checklist is below:

_____ [Center for Responsive Schools Online Application for Employment](#)

_____ Written Goals Statement (please include this in lieu of your cover letter and see instructions below)

Three [Referral Forms](#):

_____ One from your principal (or supervisor if you are not a classroom teacher)

_____ Two from colleagues or others who are aware of your knowledge, skills, experiences, and dispositions.

_____ Signed and completed [Notification of Intent to Apply form](#)

2. Directions for submitting supporting documents:
 - Goals Statement should be uploaded in the Cover Letter section of the Center for Responsive Schools Online Application.
 - The Notification of Attempt to Apply Form and all three referral forms should be uploaded in the Cover Letter section of the Center for Responsive Schools Online Application.

Selection Process

1. Applicants selected for an interview must attend the Candidate Assessment Day on Saturday, March 4, 2017 in Turners Falls, MA.
2. These candidates will receive notification if they are selected as a 2017–2018 RC Program Development and Writing Fellow by March 6, 2017, with instructions for next steps.

Other Information

1. As a *Responsive Classroom* Program Development and Writing Fellow, you may decide to apply for an educational leave of absence.
2. Should you have any questions about the application, call the Program Development office at 413-863-8288, ext. 163 or email: rcteacherfellows@responsiveclassroom.org.
3. The *Responsive Classroom* Program Development and Writing Fellowship is a full-time, salaried and benefited position.
4. Fellows who do not live within commuting distance will be employed as a telecommuting staff member, subject to CRS telecommuting policy. Fellows who live within commuting distance of Center for Responsive Schools are expected to commute to work.
5. If you have any questions regarding salary, benefits, and/or the Memorandum of Understanding process typically associated with RC Fellow leaves of absence, please contact Eric Sumner, Manager of Human Resources at eric@responsiveclassroom.org or Francine Wilson, Director of Finance and Operations, at francine@responsiveclassrooms.org.

Directions for Writing Your Goals Statement

Your Goals Statement should be a minimum of two and a maximum of four double-spaced typed pages. Your pages should have a 1-inch margin on all sides and be typed in 12-point Calibri font.

Your Goals Statement should be written in response to the following three questions:

1. As a potential program developer, what particular skills, experiences, or dispositions do you have that will support you in being successful in developing a portfolio of workshop products?
2. As an author or co-author of RC publications for elementary or middle school teachers or students, what would be ideal topics for books, articles, or other publications that you would be interested in writing about, and why?
3. Reflecting on the activities and expectations for a fellow, briefly describe what excites you the most and what capacity you are looking forward to developing.