Phillips Academy (MS)² Program
Instructions for Teaching Applicants

Every summer Phillips Academy hires a number of visiting teachers to teach, coach, and house counsel in its summer program. An (MS)² teacher’s experience is rigorous and thoroughly challenging, for Phillips Academy requires superior classroom performance of its teachers, TAs, and students alike. The (MS)² Program is short, intense, and strongly academic.

Typically, teachers are hired to teach two courses each course will meet for 1 ½ hours each day, five or six days a week. Although few exceptions are made to this policy, unusual circumstances may determine that an applicant’s situation should be handled on an individual basis. Teachers are also expected to chaperone one on-campus social event and one off-campus trip during the summer.

Qualifications: (MS)² hires a wide range of teachers from both public and private high schools and universities. Teaching applicants must have at least three years of teaching experience or at least one year of teaching in a boarding high school and they must be interested in engaging students in all aspects of a residential school setting.

Dates: New teachers are expected to arrive on campus on June 27th, 2013 for new faculty orientation. Returning faculty members arrive on Saturday, June 28th. For the 2013 (MS)², students will arrive on campus on July 1st and depart on August 4th. Faculty members remain on campus until all reports and grades are submitted, but no later than Friday, August 6th.

Application Procedures: Before completing the application, please familiarize yourself with the information about the (MS)² Program on our website: www.andover.edu/ms2. Applications are considered on a rolling basis and candidates are chosen until staffing is complete. While there is no specific deadline, **completed applications received by January 30th will be considered first**. Please note that all application materials must be received before an application is considered. These materials include:

- A complete and accurate application
- A resume.
- Two letters of reference. One letter **must** be from the applicant's immediate academic or work supervisor.
- An official undergraduate transcript.

Please see reverse
Interviews and hiring: After completed applications have been read, a number of applicants will be contacted for an interview. Unfortunately, due to the large volume of applications we receive, only candidates who are scheduled for an interview will be contacted. Interview invitations will be extended by telephone or e-mail to you at your home or school. We will attempt to set a mutually acceptable date for the interview. Typically, interviews begin in January and continue through the early spring. When deciding to accept an offer of a position, applicants should be mindful of the limitations on one’s personal life that living and working with students in a residential, academic high school setting entails.

The Summer Session, in accordance with Phillips Academy’s policy, does not discriminate on the basis of race, ethnicity, religion, sex, age, sexual orientation, marital status, national origin, disability or veteran status in administration of its employment and educational policies.
FACULTY APPLICATION

☐ I am applying for a teaching position    ☐ I am applying for a teaching assistant position

In addition to this application, please forward to us a resume and at least two letters of reference from those very familiar with your work (preferably those who have supervised your work, not peer). Also, please submit on a separate sheet your answers to the questions on the back of this form. ** Please note that in order to work with our age group of students all teachers and teaching assistants must be 21 by the time the students arrive to campus.

Name: ______________________________________________________________________________

FIRST                                                        MIDDLE                                                                          LAST

Preferred Name:________________________________ SKYPE Address:_________________________

Address where we may contact you now: _________________________________________________

City, State, Zip: _______________________________________________________________________

Telephone:__________________ Cell Phone:__________________  E-mail: ______________________

Where may we contact you after your school year ends if different from above? Please include date of change: _______________________________________________________________________________________

College: ___________________________ Major: ____________ Degree(s): ________ Year conferred/expected:_____

Graduate School: _______________________ Degree(s): ___________ Year conferred/expected:_________

Teacher certification: _______________________ Other certifications: _____________________________

Secondary school from which you graduated: ________________________City and state:________________

How did you hear about the Phillips Academy Summer Session?____________________________________

Subject area(s) in which applicant could teach: (Please check all that apply)

Math_______ Biology _______ Chemistry _______ Physics_______ English_______College Counseling__________

Are you legally eligible for employment in the US?    ☐ No    ☐ Yes

Please note that if you are employed by Phillips Academy (MS)^2 Program, you will be required to submit proof of eligibility for employment in the United States, such as a birth certicate, Social Security card, passport, visa, etc.

Are you also applying for an Andover regular session teaching position?    ☐ Yes    ☐ No
Are you applying for a regular session Teaching Fellowship position? ☐ Yes ☐ No

(MS)^2 has limited TA and teaching positions open every year, many of the candidates end up not being interviewed.

Would you like your application to also be considered for the Summer Session program which takes place at the same time as (MS)^2 on the campus of Phillips Academy www.andover.edu/summer ☐ Yes ☐ No

Are you proficient in any language(s) other than English? Please specify language(s) and level of proficiency.
________________________________________________________

On a separate attachment, please answer the questions below:

1. Tell us a bit more about yourself and describe in more detail than your resume shows, any special experiences you have had working with adolescents in the following areas: Teaching, tutoring, coaching, counseling, multicultural education. Please note: you may include information on any volunteer work that you have done if it can be verified.

2. Phillips Academy is an intentionally diverse community admitting students and hiring faculty of all genders, races, sexual orientations, and national and ethnic origins. In your opinion, what is the true educational value of diversity? What contribution could you make to such a community?

3. How have you spent your last two summers?

4. A. For those applying for a Teacher position: Talk about your previous teaching, coaching, house counseling experiences; what you have enjoyed and what challenges you have faced. How do you think these have prepared you for working with adolescents in the Phillips Academy Summer Session?

   B. For those applying for a Teaching Assistant position: The Teaching Assistant program is designed and tailored for those who have an interest in working with adolescents in a school setting and are considering going into teaching. Tells us about your interested in teaching and working with teenagers? Tell us about what activities, classes, clubs, sports or organizations are you or have you been involved with that you think make you a good candidate to be a teaching assistant in the Phillips Academy Summer Session. Please be specific.

5. For applicants with no boarding school experience: House counselors (teachers and TAs) live in the dormitory for the entire session and are on primary duty in the dorm at least two nights a week and three weekends during the summer. The job is extremely rewarding and fun but it also entails a lot of hard work. It offers few on-campus social opportunities for adults and is consequently a radical transition from life outside a boarding school. Our rules reflect the fact that you are living among high school students; therefore, no alcohol may be consumed in front of students, no smoking is permitted on campus and visitors of the opposite sex are not permitted above the first floor of the dormitory. Please tell us why you seek this opportunity in spite of its intensity and lack of emphasis on adult social opportunities?

6. What are your plans for the upcoming school year?
The Phillips Academy (MS)² Program is committed to providing significant and purposeful guidance to its Teaching Assistants through its Mentoring Program. All teachers are expected to be willing to mentor.

- If a teacher is assigned a TA for a course, he/she will serve as mentor to that teaching assistant.
- Please keep in mind that the role of a mentor is very important in supporting the new TA as he/she acclimates to the academic environment at Phillips Academy and in helping the teaching assistant learn about the craft of teaching.
- The expectation is that teachers will meet with TAs on a regular basis.

MENTORING PREFERENCES

All teachers are expected to be willing to serve as a mentor. What role do you see a TA playing in your course?
TO APPLICANTS FOR EMPLOYMENT AT PHILLIPS ACADEMY:

UNDER MASSACHUSETTS LAW it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. Phillips Academy is committed to a policy of Equal Opportunity Employment and non-discrimination in the treatment of employees or applicants for employment without consideration of race, ethnicity, religion, sex, age, sexual orientation, marital status, national origin, handicap or veteran status.

- Should I be employed by Phillips Academy, I understand that my employment is for the period of June 26 through August 5, 2014, and is subject to termination at any time at my or the academy's option with or without cause and with or without notice.

- Should I be employed by Phillips Academy, I agree to comply with all policies, rules, regulations and procedures of the academy. I understand that the academy has the right to change its policies, rules, regulations and procedures at any time, at its sole discretion.

- I am acquainted with the description and required qualifications of the position for which I am applying and I believe I am qualified and I know of no reasons why I cannot perform all the functions of the job described.

- I certify that all of the statements made by me in this application and in the course of the application process are true and complete and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that any falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal.

___________________________________________     __________________________    ___________
NAME    (Please Print)                                                    SIGNATURE                             DATE