

Staff Generated Application Suggestions

SENIOR INSTRUCTOR

Complete, at minimum, THREE of the below.

1. **Characteristics:** What characteristics of an instructor make them an asset to our program and how do you strive to emulate these characteristics? How do your recent student, teacher, peer and administrative evals reflect this or show improvements in these areas?
2. **Evaluations:** review all of your Full Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually.
3. **Leadership:** Discuss how you demonstrate the following in your current work performance:
 - A. ability to hold self and peers accountable to High Trails standards:
 - lead by example in preparing for and executing your class
 - being present during meals and large group activities
 - keeping a positive attitude during projects - regardless of the task at hand
 - B. ability to work with differing leadership and professional styles: command and control, laissez-faire, pace-setter
4. **Growth:** Discuss where you are in the current level system and your rationale for being there. Have you qualified for the Teacher Path? ACE'd an evaluation?
5. **Vision:** Define Senior Instructor in a new and innovative manner and why you would be great in the position.
6. **Scenarios:**
 - A. It is actively precipitating and closing campfire must be inside. It is already 7:15; you need to open doors, but the floor has not been swept. Several students from the HOPping cabin need to use the restroom. How do you manage the situation?
 - B. The two people you have cleaning the bathroom have been goofing off and still have a lot to clean after 8:45-9:00 breakfast break. Your instructors making sandwiches are struggling because they have to make 9 trays of SBJs. What do you do to remedy this situation?
 - C. It's Friday and you are leading the Lorax. Instructors that are not currently acting are chatting behind the curtain instead of returning to the audience to monitor their students. How do you address this?

HEALTH AND SUPPORT COORDINATOR

Complete, at minimum, THREE of the below items. If current Admin, complete one additional from the second set of Reapplying Admin questions.

1. **Evaluations:** review all of your Full Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually.
2. **Writing:** Write up a mock flash evaluation, demonstrating your writing competency and style.
3. **Changes:** What one change would you make to the High Trails Program and how would you go about implementing this change? Think about staff morale, passion, expectations, and teaching. These have to be honest changes that are feasible here at High Trails.
4. **Rapport:** How do you plan on building rapport with a diverse staff? (flexibility, likability, work ethic, leadership, approachability, balance etc...) in a creative and fun way.
5. **Personal Evaluation:** Personally grade yourself in the following categories (A-F) and explain your strengths and weaknesses in each area.
 - A. Large group management
 - B. Teaching
 - C. Flexibility
 - D. Time Management
 - E. Likeability
 - F. Work Ethic
 - G. Effort
 - H. Leadership
6. **Scenarios:**
 - A. You are the overnight HSC. It is 9am on Wednesday and the Medical Director is handling all things medical; the SI is running the morning board and field instructors. It seems as though there is nothing scheduled for you. What do you do?
 - B. As the HSC, you have counseled a severe homesick student on more than one occasion. At this time, you have determined that calling a parent and apprising them of the homesickness is important. What do you want to share with that parent?
 - C. Looking at your schedule for the week, you are handling regular duties and student concerns. Additionally, you have two flash evaluations, a potential new staff interview, and must troubleshoot three radio issues. How do you manage your time and prioritize these projects?

Reapplying (current Admin):

7. **Growth:** What was the hardest challenge you faced this past season/year as an Administrator? How did you handle it? What would you do to improve your handling a similar situation in the future? What are three ways in which you would like to improve as an Administrator if rehired next year?
8. **Evaluations:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.
 - A. How have you incorporated this feedback?
 - B. What is one goal you have for yourself that will inspire you to continue to grow in this area?
 - C. How can you apply what you have learned about yourself to leading, teaching and managing staff?

PROGRAM COORDINATOR

Complete, at minimum, THREE of the below. If current Admin, complete one additional from the second set of Reapplying Admin questions.

1. **Curriculum:** Write a pedagogical or lesson plan in-service. The in-service should demonstrate the applicant's ability to not only teach, but also to manage staff and complete an in-depth project that directly affects instructors.
2. **Passion:** Explain why you are still passionate about education and being a teacher, but are also looking to take on a new challenge of being a Program Coordinator. How would you utilize this passion to inspire great teaching in others?
3. **Changes:** What one change would you make to the High Trails Program and how would you go about implementing this change? Think about staff morale, passion, expectations, and teaching. These have to be honest changes that are feasible here at High Trails.
4. **Rapport:** How do you plan on building rapport with a diverse staff (flexibility, likability, work ethic, leadership, approachability, balance etc...) in a creative and fun way?
5. **Vision:** What is your vision for the teaching program and potential of High Trails? How will you help High Trails continue to grow in the areas of curriculum, continuing education (i.e. in-services, evaluations, blog posts), and marketing (i.e. blogs).
6. **Scenarios:**
 - A. Teachers from the current school approach you mid-week with concerns about a field instructor. Their students do not seem happy and aren't receptive to the field instructor's style. How would you address the teachers and how do you handle the field instructor?
 - B. A cabin instructor requests a second strike for a bullying situation. The incident took place in the field group and away from the adult in charge. How do you investigate the situation?
 - C. A Health and Support Coordinator approaches you concerned about how a Senior Instructor is role modeling attitude to other instructors. The HSC has already approached the SI, but the interaction was very negative. How would you handle this situation?

Reapplying (current Admin):

7. **Growth:** What was the hardest challenge you faced this past season/year as an Administrator? How did you handle it? What would you do to improve your handling a similar situation in the future? What are three ways in which you would like to improve as a Administrator if rehired next year?
8. **Evaluations:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.
 - A. How have you incorporated this feedback?
 - B. What is one goal you have for yourself that will inspire you to continue to grow in this area?
 - C. How can you apply what you have learned about yourself to leading, teaching and managing staff?

MEDICAL DIRECTOR

Complete, at minimum, THREE of the below questions. If current Admin, complete one additional from the second set of Reapplying Admin questions.

1. **Characteristics:** What characteristics of an Administrator make them an asset to our program and how do you strive to emulate these characteristics? How do your recent student, teacher, peer and administrative evals reflect this or show improvements in these areas?
2. **Writing:** Write up a mock email responding to a parent regarding our protocol on bedwetting. Demonstrate your writing competency, professionalism, and style.
3. **Changes:** What one change would you make to the High Trails Program and how would you go about implementing this change? Think about staff morale, passion, expectations, and teaching. These have to be honest changes that are feasible here at High Trails.

4. **Rapport:** How do you plan on building rapport with a diverse staff (flexibility, likability, work ethic, leadership, approachability, balance etc...) in a creative and fun way?
5. **Personal Qualities:** List and discuss the top three qualities you see in yourself that would be beneficial to you being Medical Director. List and discuss three things that you see yourself personally being challenged with if you become Medical Director, and a member of administration.
6. **Scenarios:**
 - A. It is 10:30 AM on a Tuesday morning, you have a split start, and your second school has just showed up. You are making your way up to greet the teachers and gather medications. You get a call on the radio that a student with the other school has had a nosebleed for 10 minutes now (they are in Cedar Valley). Upon finishing the radio call, your phone rings. It is a parent calling to discuss her diabetic child who will be attending camp the following week. What do you do?
 - B. An HSC is consistently making documentation errors. After pointing out the errors to them, the mistakes continue. What further steps do you take to ensure their future success?
 - C. You have counseled a severe homesick student on more than one occasion. At this time, you have determined that calling a parent and apprising them of the homesickness is important. What do you want to share with that parent?

Reapplying (current Admin):

7. **Growth:** What was the hardest challenge you faced this past season/year as an Administrator? How did you handle it? What would you do to improve your handling a similar situation in the future? What are three ways in which you would like to improve as an Administrator if rehired next year?
8. **Evaluations:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.
 - A. How have you incorporated this feedback?
 - B. What is one goal you have for yourself that will inspire you to continue to grow in this area?
 - C. How can you apply what you have learned about yourself to leading, teaching and managing staff?

SITE DIRECTOR

Complete, at minimum, TWO of the below:

1. **Video Diary:** In 180 seconds or less, explain to a video camera lens the pros and cons of the Site Director position. Be on film for at least half of the video diary entry so we can get a feel for your presence in front of an audience. Minimize your desire to edit. In real life, Site Directors usually only get one take.
2. **Pie Chart:** In 8.5"x11" or less, explain how you will divide your energy amongst all elements that go into running a site. Include staff check-ins, computer time, teacher check-ins, site personality, personal sanity and as many other facets of the job as you see fit. Explain your diagram in 500 words or less.
3. **Evaluation Synthesis:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.
 - A. How have you incorporated this feedback into your performance as an administrator?
 - B. What is one concrete suggestion you have for yourself to continue overcoming this area for growth as a Site Director?
 - C. How can you apply what you have learned about yourself to leading, teaching and managing staff?
4. **Writing Sample:** written communication is very important. Showcase your writing style in mock letter to a school where you address this scenario: *"a school calls with a complaint about instructor Bob. Bob was "mean" to his students and made them hike for long distance"*. Minimum 500 words.
5. **Staff:** In the last year, what are the three most prevalent issues you have seen with staff? How have you helped prevent these issues and what are some possible solutions? How have you added fuel to these issues? At the beginning of the year, how can the admin team prevent this from happening?
6. **Program:** Yes, as SD, you are not a pivotal part of program. However, what would you change about program? Explain why and a potential solution.
7. **Choose your own adventure:** Apply in any way that represents a reflective process on time spent as SD, how you will be motivated for the next year, and why SD is important in your life (what does this position mean to you).

KITCHEN STEWARD

Define "Food is Love".

KITCHEN MANAGER, KITCHEN COOK

So, you want to be a cook at High Trails? Get ready for lots of time on your feet, long hours tending large pots of boiling water, and trays of more cookies than you ever thought imaginable. The position is demanding, physically and mentally, but worth the challenge. You have 3 questions to address:

1. To apply for this position, use your creative juices to put together a sample weekly menu plan for the adult option and a sample food order to accommodate that option. Remember to consider that half of your staff are vegetarians, a chunk of your staff don't like vegetables, some are sensitive to dairy, and a couple have severe allergic reactions to basic items like bananas and citrus oils. Also, vegetarian students will be eating the option on meat entrée nights, so be mindful of student food tastes. Use the High Trails Menu for Students (on the Support Web) as a reference for the base of your meal plan. Be as detailed as you can for details are an integral part of the kitchen. Feel free to format your menu plan and food order as you wish. Sample menu plans are available on the Support Web, and the current cooks can be consulted for ordering styles.
2. In addition to your menu plan, please include a written explanation of how your menu plan reflects your cooking style. How do your food choices relate to how you will run your kitchen? What are your priorities with cooking and kitchen management? What qualifies you to share responsibility in making "food is love" a reality?
3. Pressure and Stress. Can you handle it? How will you handle it?