

Level Request Form

When you are ready to jump up a level, use this sheet to get yourself going. It is your responsibility to keep track of all of the paperwork needed for level changes. **Put everything together and turn it in all at the same time.** Pay rate changes are effective only after Level Requests are reviewed by a Director. Completion of all qualifications does not guarantee a level change; you must be considered a positive, contributing member of the staff.

| | | | |
|-----------------------|----------------------------|--------------------------|--------------------|
| NAME: | | DATE: | |
| EMAIL ADDRESS: | | GIFT CERTIFICATE: | |
| Work Days: | Environmental Days: | Experience Days: | TOTAL DAYS: |

THE INSTRUCTOR PATH

| Level | Qualifications | Benefits |
|-----------------------------|--|--|
| 1. Headstone | <input type="checkbox"/> Successfully complete staff training <input type="checkbox"/> Turn in all required paperwork | <ul style="list-style-type: none"> \$60 per day wage 2 T-Shirts \$25 per month health stipend |
| Ankle Breaker | <input type="checkbox"/> Eligible for High Trails Blue Cross Health Insurance at the end of the month <u>following</u> the month of the first day of employment. | <ul style="list-style-type: none"> 50% of HT Health Insurance |
| 2. Stichter Quits | <input type="checkbox"/> Gather 50 work/experience/environmental days <input type="checkbox"/> Complete 4 Peer Evaluations <input type="checkbox"/> Do a Book/Magazine Article Report: _____ | <ul style="list-style-type: none"> Pro-Deal Eligible \$50 Gift Certificate Staff T-Shirt and Canvas Bag 50% of HT Health Insurance or \$37.50 per month health stipend |
| 3. Touch and Go | <input type="checkbox"/> Gather 100 work/experience/environmental days <input type="checkbox"/> Complete 2 Peer Evaluations <input type="checkbox"/> Have 2 people do Peer Evaluations on you <input type="checkbox"/> Perform a Video Evaluation of yourself <input type="checkbox"/> Provide 4 hours of Stewardship to a local agency | <ul style="list-style-type: none"> \$65 per day wage Hooded Sweatshirt |
| 4. Run For Your Life | <input type="checkbox"/> Gather 150 work/experience/environmental days <input type="checkbox"/> Complete 2 Peer Evaluations <input type="checkbox"/> Have 2 people do Peer Evaluations on you <input type="checkbox"/> Perform a Project/Inservice: _____ <input type="checkbox"/> Do a Book/Magazine Article Report: _____ | <ul style="list-style-type: none"> \$100 Gift Certificate Staff T-Shirt 75% of HT Health Insurance or \$56.25 per month health stipend |
| 5. Gunsmoke | <input type="checkbox"/> Gather 200 work/experience/environmental days <input type="checkbox"/> Complete 2 Peer Evaluations <input type="checkbox"/> Have 2 people do a Peer Evaluation on you <input type="checkbox"/> Perform a Video Evaluation of Yourself <input type="checkbox"/> Provide 4 hours of Stewardship to a local agency | <ul style="list-style-type: none"> \$70 per day wage Super Staff Schwag |
| 6. Big Mo | <input type="checkbox"/> Gather 300 work/experience/environmental days <input type="checkbox"/> Perform a Project/Inservice: _____ <input type="checkbox"/> Do a Book/Magazine Article Report: _____ <input type="checkbox"/> Perform a thorough, concise, written evaluation on the good, the bad, and the ugly of High Trails. | <ul style="list-style-type: none"> \$200 Gift Certificate Take a class off 100% of HT Health Insurance or \$75 per month health stipend |
| 7. Illusion Dweller | <input type="checkbox"/> Gather 400 work/experience/environmental days <input type="checkbox"/> Complete 2 Peer Evaluations <input type="checkbox"/> Have 2 people do a Peer Evaluation on you <input type="checkbox"/> Perform a Video Evaluation on Admin doing an Inservice <input type="checkbox"/> Provide 4 hours of Stewardship to a local agency | <ul style="list-style-type: none"> \$75 per day wage Take a day off |

THE TEACHER PATH

| Level | Qualifications | Benefits |
|---------------------|--|--|
| 1. Confucius | <input type="checkbox"/> Pass a videotaped Teaching Evaluation <input type="checkbox"/> Observe a 5 th or 6 th Grade Classroom for 4 hours <input type="checkbox"/> Turn in revised lesson plans | <ul style="list-style-type: none"> Add \$5 to your daily wage |
| 2. Aristotle | <input type="checkbox"/> Perform 2 videotaped Peer Evaluations <input type="checkbox"/> Observe a 5 th or 6 th Grade Classroom for 4 hours <input type="checkbox"/> Provide 10 hours of Peer Mentoring | <ul style="list-style-type: none"> Add \$5 to your daily wage |

| | |
|------------------------------------|--|
| APPROVED BY: | |
| LEVEL CHANGE EFFECTIVE DATE | |

Instructor's Guide to Hopping Up Levels

DAYS

Days come from Work Days + Environmental Days + Experience Days. Work Days worked are what you put on your timecard every week; if you work a double shift on a 4 day program, you will have worked eight days. Anytime you would like an update on your Work Days, please email the director. Environmental Days include what has been added through the Environmental Programs. You can get credit for days worked at a previous job (Experience Days); submit to your Site Director a full page explanation (single space, font size 11, margins of .5 all around), of how your previous experience (kids, teaching, certifications, intangibles) allows you to step into our program needing less training and having more to offer both students and staff. You are in charge of keeping track of all of your Environmental and Experience Days.

HEALTH INSURANCE / HEALTH STIPEND

Everyone starts out with a monthly health stipend that will increase as you move up levels. This is added to your paycheck as long as you show proof of your own health coverage. If you wish to enroll in the High Trails Health Insurance Plan, your benefits are a bit greater than the health stipend (for tax and incentive reasons...we want you to sign up for our plan). We initially pay 50% of your Health Insurance Cost (actual value depends on age and conditions).

PEER EVALUATIONS

As a great teacher, you've got to constantly push yourself to learn more games, tricks, techniques, and strategies. Otherwise you get stagnant, find yourself doing the same thing week after week, and you start to get tired and bored easily. Peer Evaluations make you get out and watch other people, allowing you the opportunity to learn from someone else. The rules:

- **Ask permission.** It's always nice if you ask someone if they are comfortable with you coming out and watching them.
- **Valid Classes:** Adventure Course, Water Wonders, Little World, Furry Friends, Plant Detectives, Feathered Friends, Earth Works, Team Discovery Hike, Environmental Awareness, Outdoor Survival Skills, Nocturnal Nation, and Astronomy.
- **You can only watch each class once, and you can only watch each instructor twice.** After everything you can start over.
- **You must watch the entire class.** Start at the beginning and leave at the end. Otherwise it does not count.
- **You must discuss the evaluation with the instructor you observed, and have them sign the form.**

TEACHING EVALUATION

Email the Program Director when you would like to request a Teaching Evaluation. The caveat: you must have already received one full evaluation with cumulative above average scores. Additionally, plan on a minimum of six weeks in between consecutive full/teaching evaluations; you have to take the time to learn and grow and we have a lot of staff to watch. The Program Director will watch and videotape your class, looking especially at the way you follow the lesson plan, manage your students, and get your material across in a fun manner. Don't underestimate the standards to for passing a Teaching Evaluation; you've got to be both an excellent representative of what our program can offer to students and a fantastic example for other staff members.

REVISE LESSON PLANS

Once you pass your Teaching Evaluation, you can write your own lesson plans. As you jump up more levels, you should be reworking all of your classes to make certain they fit you and your teaching style. Refer to Writing and Teaching Lesson Plans for what you can and cannot change. Stick to the format of the lesson plans. Check the staff library for books with new activities. Have fun and be creative. Then write up all of your lesson plans and turn them into the Program Director. Keep in mind that we have to reserve the right to deny your new lesson plans if it does not meet current High Trails standards. You don't need to revise adventure classes like dig, orienteering, climbing and archery because the material and delivery for these classes is relatively static.

PROJECT

This starts with looking at both the site and the program and brainstorming. Come up with something tangible and measurable that will benefit everyone. With your **Project**, don't bite off too little or too much; if the project is small try to find something else to add on and make it worthwhile. If the project seems big you can talk with other instructors and work together. The two biggest rules of Projects: Follow Through and Longevity. Fill out a Project Proposal and turn it in to the Director or Program Director. As you plan out your **Inservice**, realize that you need to be organized and make the most of your time with the staff. Your inservice needs to last 30-45 minutes. Fill out an Inservice Proposal and hand it in to a Site Director.

INSERVICE

Your inservice needs to be something that will either educate or inspire staff in relation to the program. As you plan out what you are going to talk about, realize that you need to be organized and make the most of your time with the staff. If you waste their time be prepared to hear all about it. Your inservice needs to last 30-45 minutes. Fill out an Inservice Proposal and hand it in to a Site Director.

VIDEO EVALUATION

Nothing is more fun than watching yourself on tape. When you get to this point, you **MUST** request the video camera, in writing submitted to the Program Director, **ONE WEEK** in advance (we have one camera for two sites). You are responsible for finding someone to tape your entire class (think of someone who needs to do peer evals). The same peer evaluation class validity rules apply, so you cannot have someone tape you teaching snakes. Once your class is taped, you've got to sit down, watch your class, and fill out a Peer Evaluation Form on yourself.

BOOK/MAGAZINE ARTICLE REPORT

There are lots of great, field related books in our library. We want you to read them, because it will help make you a better teacher. Peruse the library, pick a book, flip through all the pages, then write a half page synopsis (single space, font size 11, margins of .5 all around), discussing three areas: why you chose to read this book, a brief summary of the book, and how the book pertains to High Trails and your teaching. Present your findings to the staff at a first or last day of program meeting.

STEWARDSHIP / OBSERVE A CLASSROOM

Both of these things force you to get out into the community a bit. To qualify for Stewardship, you must contact a local agency that aligns with the High Trails values of kids or nature. To Observe a Classroom, you've got to find a 5th or 6th grade classroom in the area (we have some connections...) and go see what actually happens when you have four walls surrounding you. When you have a plan, submit it in writing to the Program Director. Once approved, you've got to show up, volunteer your time, and get a signature from the supervisor verifying that you did what you said. Finally, write a single page detailing your experiences and turn it into the Program Director (single space, font size 11, margins of .5 all around).

GIFT CERTIFICATES

Gift Certificates are not redeemable for cash. Two choices are available; REI.com or Amazon.com.

TIME OFF

Classes and Days off must be approved one week in advance.