

GAYLORD-McCASLAND TEACHER FELLOWSHIP

at the Gaylord-Pickens Museum, home of the Oklahoma Hall of Fame

REPORTS TO: Manager of Museum Education and Outreach

WORK SCHEDULE: TBD

LOCATION(S): TBD

COMPENSATION: \$30.00 per hour, Bonus Available

Gaylord-McCasland Teacher Fellows will be awarded a stipend up to \$3,000, depending on project, distributed at \$30 per hour. Up to an additional \$250-500 will be awarded as bonuses upon completion of projects. Further, Fellows are encouraged, but not required, to bring their students to the Oklahoma Hall of Fame for a field trip. Funds to cover admission fees and transportation are provided; substitute stipends are available upon request.

Fellows are recognized at the annual spring Scholarship Awards Ceremony, following completion of their project, at the Gaylord-Pickens Museum, home of the Oklahoma Hall of Fame. Attendance is strongly encouraged. Family and friends are invited to attend.

The Gaylord-McCasland Fellowship is open to all certified Oklahoma teachers, engaging with students of any age. Applicants may be affiliated with Oklahoma public, private, or charter schools. Fellows will be selected on the basis of how well their experience and interests match current available projects. Applicants must select from available projects, choosing the project that best fits his/her strengths, interests, experience, and availability. Some projects require a longer commitment and have different commencement/completion dates.

To support completion of projects, Fellows will have access to the Oklahoma Hall of Fame archives and galleries. Fellows will be provided a workstation with computer at the Gaylord-Pickens Museum. Fellows' schedules are flexible and some hours may be completed offsite upon approval.

Fellows work under the direction of the Manager of Museum Education and Outreach, but may also work with the Director of Museum Experience, and the Archive Administrator. Access to Oklahoma Hall of Fame Members, or representatives, may be possible for research purposes upon request.

TO APPLY FOR THIS POSITION. To apply, please read the full position requirements and review the available projects. Then, complete [this form](#) to indicate your interest

and/or submit questions. The confirmation email sent to you will detail further instructions for application. To complete your application, you will be required to: complete a standard employment application, consent to a background check, submit a cover letter and resume detailing applicable experience, and provide 3 references. Letters of recommendation are also strongly recommended (but not required) for application. These materials must be received within two weeks of your initial application.

Required Meetings with OHOF

All meeting dates and times will be set at start of the fellowship; agenda will be shared prior to meeting when necessary. Meetings will serve as checkpoints for project development.

- Project Discussion with Manager of Museum Education and Outreach
- Pre-Project Presentation with Director of Museum Experience and Manager of Museum Education and Outreach
- Mid-term Project Presentation with Manager of Museum Education and Outreach
- Final Project Presentation with Director of Museum Experience and Manager of Museum Education
- Culminating and Benchmark Activities (if required)
- Awards Ceremony the spring following project completion

The health and safety of our staff, partners, and guests is crucial. Phone and/or video conferencing will be used in lieu of in-person meetings as necessary to ensure Covid-19 safety precautions.

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Position Requirements

APPLICANTS MUST:

- Hold an active teaching certificate in the State of Oklahoma.
- Be in good standing with an Oklahoma school district (public, private or charter school).
- Possess strong communication, presentation, and critical thinking skills.
- Be familiar with Oklahoma education standards.
- Possess experience developing curriculum and lesson plans.
- Possess experience working with audiences and age groups defined in selected project.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to sit and stand; must have visual acuity to read and draft reports, memorandums, and other printed matter; and must be able to lift up to 50 pounds.

WORK ENVIRONMENT: The employee will work in both an office environment and outdoors. The noise level in the work environment varies from moderate to loud; situations characteristic to working with school-age children are common.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

GAYLORD-McCASLAND TEACHER FELLOWSHIP 2021 PROJECTS

Develop Sensory Saturdays Activities for Students who are Differently-Abled

- Summer 2021
- \$30 per hour, up to 50 hours; one \$250 bonus provided upon completion of culminating activity.
- Flexible schedule; some hours may be completed offsite. Workstation provided onsite.

Evaluate current programs and design new experiences and activities geared towards differently-abled students of various ages:

- Evaluation process to begin in February/March.
- Participate in a tour at the Museum in order to understand and evaluate gallery activities.
- Contribute ideas, procedures, and activities for Sensory Saturdays occurring in conjunction with See You Saturdays. Activities should be designed for students of varying ages and needs visiting with family members. Activities should require little to no interaction with staff members, but should empower families to engage with one another.
- Contribute ideas for Sensory Tours for students and teachers. This should include activities and procedures for engaging students who are differently-abled during Sensory Saturdays and regular business hours.
- Write a blog post for the Museum website and a letter thanking the Gaylord and McCasland families and describing your experiences as a Fellow.
- Culminating activity: Train museum front-line staff in new activities and procedures for working with differently-abled students.
- If possible, bring students on a field trip (admission, transportation, and substitute pay provided by OHOF in addition to fellowship stipend) and provide feedback/evaluation following the field trip.

Develop Curriculum for OHOF Adventures

- Summer 2021
- \$30 per hour, up to 100 hours; one \$250 bonus provided upon completion of benchmark and culminating activities.
- Flexible schedule; some hours may be completed offsite. Workstation provided onsite.

Develop new resources/activities, present a workshop for Oklahoma teachers:

- Evaluation process to begin in February/March.
- Evaluate field trips, existing OHOF Adventures and other virtual programs, and current teacher resources to provide recommendations for improvement
- Research and develop curriculum for each program to accompany the current classes and aid Oklahoma educators in teaching the topics in their classrooms.
- Review other Oklahoma institutions' curriculum with the intention of incorporating it in a final teacher resources database. Connect this curriculum with OHOF Members and/or OHOF Adventures programs.
- Write a blog post for the Museum website and a letter thanking the Gaylord and McCasland families and describing your experiences as a Fellow.
- Culminating Activity: Create grade appropriate curriculum for the nine existing OHOF Adventures

- If possible, bring students on a field trip (admission, transportation, and substitute pay provided by OHOF in addition to fellowship stipend) and provide feedback/evaluation following the field trip.

Design and Create Activities and Curriculum for Outreach Program

- Spring 2021
- \$30 per hour, up to 100 hours; one \$250 bonus provided upon completion of benchmark and culminating activities.
- Flexible schedule; some hours may be completed offsite. Workstation provided onsite.

Develop new resources/activities, present a workshop for Oklahoma teachers:

- Evaluation process to begin in February/March.
- Evaluate existing resources and Free Family Fun structure
- Research and evaluate similar existing programs and determine implementation for OHOF
- Develop activities for five full days of engagement that might be implemented at schools, daycares, community centers, etc.
- Design curriculum for elementary aged students to be facilitated by high school aged counselors, assisted by middle-school students (junior counselors).
- Focus on STEAM/SEL activities for elementary (1-6th). Focus on developing leadership, SEL activities for middle school (7-8th) and high school (9-12th).
- Write a blog post for the Museum website and a letter thanking the Gaylord and McCasland families and describing your experiences as a Fellow.
- Culminating Activity: Establish outreach program activities/curriculum and assist in execution if possible.
- If possible, bring students on a field trip (admission, transportation, and substitute pay provided by OHOF in addition to fellowship stipend) and provide feedback/evaluation following the field trip.