



Educators (K-12 Group Visit Facilitators) – As Needed

Planting Fields Foundation is seeking Educators to instruct school-aged students (Kindergarten through Twelfth Grade) during school visits (field trips) and other educational programming. Educators are responsible for teaching students pre-developed lessons relating to various subjects including science/nature, history, and art. Please see our K-12 Group Visits page for a detailed description of current education programming: [K-12 Group Visits – Planting Fields Foundation](#). Each Educator will be able to choose whether to accept each offered assignment. Educators are managed by the Education Manager.

Duties and Responsibilities:

- Teach no more than one class (or 25 students) at a time; teachers and chaperones (up to 4 chaperones) are required to help supervise their classes during the K-12 Group Visit
- Lesson plans and all lesson materials will be provided to each Educator for use while teaching; the Education Manager will coordinate each school visit/program and help each Educator set up
- Assure that students are fully engaged, safe, and can learn in a non-disruptive environment; attending teachers and chaperones are required to assist in maintaining class behavior and their students' safety
- Assure that students and other attendees respect Planting Fields' historic and natural assets
- Attend periodic educator training and informational sessions with Education Manager
- Provide ongoing feedback to help evaluate school visits/educational programming
- Communicate with Education Manager and Planting Fields staff (via walkie-talkie) in the event of a medical or other emergency; first aid supplies and a walkie-talkie will be provided to each educator for use while teaching

Qualifications + Requirements

- Teaching experience or experience working with school-aged children preferred
- Availability during the school year; flexible schedule a plus
- Ability to effectively communicate and adapt instruction to meet the needs of diverse students/audience members
- Possess patience when working with individuals of various ages and abilities/needs
- Excellent interpersonal and rapport-building skills
- Ability to learn the subject matter, procedures of each program, and history of Planting Fields
- Ability to transverse different physical environments, including in a historic house and Planting Fields' grounds
- Bilingual candidates are encouraged to apply

Compensation

\$38 per each K-12 Group Visit/educational program (i.e., either a 1 ½ or 2-hour class)

**Please note that this rate of pay is the same for our 1 ½-hour programs and our 2-hour programs. Educators work as needed and do not receive any employment benefits.*

\$15/hour (or current minimum wage) for scheduled training times

Educators must provide Planting Fields Foundation with an invoice to receive compensation.

Scheduling

- K-12 Group Visits/educational programs are scheduled 9:30 am, 10:30 am, 11:30 am, and 12:30 pm from Monday through Friday (during the school year)
- Please note that these times may be updated in the future or adjusted as needed
- After a K-12 Group Visit is booked, the Education Manager will contact Educators directly to schedule and then use scheduling-software Voglistics.
- Substitutions and cancellations should be made at least 3 days prior to an assignment (except in the case of an emergency); all substitutions must be approved by the Education Manager

Additional Information

This is a part-time/as needed role. Those with a flexible schedule are encouraged to apply.

This role currently only involves working with school-aged students but may be updated in the future to include instructing adults with special needs or those in education/life skills programs.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To Apply

Please send a letter of interest and/or a resume to Jocelyn Russo, Planting Fields Foundation Education Manager, at scrowley@plantingfields.org.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org.