



## Keystone Academy Middle School SERVICE LEARNING FELLOW

### JOB DESCRIPTION

#### Role Description / Working Relationships

The Service Learning Fellow (SLF) is a member of the Middle School division who works closely with MS Leadership Team and Grade 8 Team. The SLF will be an embodiment of the spirit of service in Keystone Academy. Linking with division head, assistant division head, and the grade level leaders, and partners of Keystone Service Learning Center in Sishui County in Shandong is an important aspect of the position.

The incumbent must understand fully and support enthusiastically and articulately the stated mission and purpose of Keystone Academy, especially and specifically the School's commitment to service learning in all its forms and domains. The SLF is expected to model behavior and attitudes that build community, courtesy, and compassion in our community. Positive enjoyment of the job and a lively sense of humor will be highly valued.

This position is a one-year fellowship which will be based in Keystone Academy's campus in Beijing in fall semester and will be based in Keystone's Service Learning Center in Shengshuiyu Town, Sishui County, Shandong Province in the Spring semester.

Main responsibilities include, but are not limited, to the following:

- Co-design the Grade 8 service learning program around Keystone's Service Learning Center in Sishui, Shandong; promoting in creative and comprehensive fashion student interest in and understanding of the centrality of community service in their learning and character development;
- Maintaining a positive relationship with local principals and government partners; being the go-to person and spokesperson on behalf of Keystone Academy in Sishui, Shandong;
- Coordinating the logistics and working with teachers to ensure the successful implementation of the weekly experience;
- Can drive a car and transfer students and faculty when needed.
- Possessing good manner and communication skills in Chinese and English (does not need to be fluent).



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- Assisting in undertaking risk assessments for all service projects in Sishui, Shandong;
- Researching, developing, and sustaining long-term service projects in rural communities that are poorly resourced;
- Other duties that may be allocated from time to time by the division head, or the grade level leaders.

Interested applicants please submit a cover letter, resume, references and a one-page statement of education philosophy to: [hr@keystoneacademy.cn](mailto:hr@keystoneacademy.cn)

Keystone

KEYSTONE ACADEMY 北京市鼎石学校

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A NEW WORLD SCHOOL, A NEW MODEL OF EDUCATION IN CHINA

真正的世界学校 全新的教育模式



北京市鼎石学校  
初中部  
服务学习研究员

职责描述/工作关系

服务学习研究员 (SLF) 是初中部的成员，与初中部领导团队和八年级团队密切合作。服务学习研究员是北京市鼎石学校服务精神的体现。与学部校长、学部副校长、年级组长以及山东泗水县鼎石服务学习中心合作伙伴的联系是该职位的一个重要工作方面。

任职者必须充分理解并热情、明确地支持北京市鼎石学校的使命和目标，特别是学校对各种形式和领域的服务学习的承诺。服务学习研究员应在行为和态度上起到模范带头作用，在我们的社区中建立共同体意识、注重礼节与行为规范并具有同理心。对工作保持积极态度并风趣幽默。

该职位任期为一年，秋季学期将在北京的北京市鼎石学校工作，春季学期将在山东省泗水县圣水峪镇的鼎石服务学习中心工作。

主要职责包括但不限于以下方面：

- 围绕山东泗水的鼎石服务学习中心，共同设计八年级服务学习项目；以创新和全面的方式提高学生对社区服务的兴趣和理解，使他们认识到社区服务在学习和人格发展中的核心作用；
- 与当地学校校长和政府合作伙伴保持积极的关系；作为鼎石学校在山东泗水的联系人和发言人；
- 协调后勤工作并与教师合作，确保每周体验活动的成功实施；
- 熟练驾车，需要时可接送师生；
- 具备良好的礼仪和中英文沟通能力（无需流利）；
- 协助对山东泗水的所有服务项目进行风险评估；
- 在资源相对匮乏的农村社区研究、开发和维持长期服务项目；
- 学部负责人或年级组长可能分配的其他职责。

有意者请将求职信、简历、推荐信和教育理念声明发送至：[hr@keystoneacademy.cn](mailto:hr@keystoneacademy.cn)