



## MONTCLAIR KIMBERLEY ACADEMY

### **STEM+ Explorers Elective Teacher: Podcasting**

**Position Type:** Part-Time, 1–4 week position

**Program Dates:** July 6 – July 31, 2026

**Orientation:** June 18, 2026 (9 AM – 3 PM)

**Location:** Inquiry & Innovation Center, MKA Upper School Campus, Montclair, NJ

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#### **Position Summary**

Montclair Kimberley Academy (MKA), an innovative PK – 12 independent day school with a strong national reputation, seeks innovative and enthusiastic teachers to design and deliver engaging summer programming for middle school students. The **STEM+ Explorers Summer Program** offers an inspirational enrichment experience — not summer school or academic acceleration — where students deepen curiosity and creativity through hands-on learning.

This role focuses on **Podcasting**, giving students a one-week elective experience in creating their own podcasts. Students will explore all aspects of podcast production, from understanding audience and storyboarding to scripting, recording, and editing. Each week will have a unique theme around which students will develop their podcast content.

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#### **Strand Overview: Podcasting**

- Learn the key elements of creating an engaging podcast, including audience, storytelling, and structure.
  - Write scripts and develop content based on weekly themes.
  - Gain hands-on experience recording and editing audio using podcasting software.
  - Collaborate with peers to produce and present polished podcast episodes.
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### Responsibilities

- Design the **Podcasting curriculum** for the summer elective course in collaboration with STEM+ Directors.
  - Create and submit a **supply and technology needs list** (within budget) to the Director of Summer Operations by May 1, 2026.
  - Attend **pre-program orientation** on June 18, 2026.
  - Teach the podcasting elective according to the summer schedule. This will be a 50-minute morning class, 5 days per week. The number of sections offered will be dependent on learner enrollment.
  - Communicate with families about student progress and daily activities.
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### Requirements

- Availability for the full program dates (July 6 – July 31, 2026), including June 18 orientation.
  - Participation in planning meetings with STEM+ Directors during the school year.
  - Ability to teach middle school students hands-on podcasting skills.
  - Strong organizational skills to manage technology, supplies, and classroom safety.
  - Excellent written and verbal communication skills.
  - Collaborative mindset and flexibility in a dynamic summer program setting.
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### Qualifications

#### Required

- Bachelor's degree in Media, Communication, Humanities, Theater, Education, or a related field.
- Prior teaching experience with middle school students (classroom, enrichment, or summer program).
- Experience with podcasting tools and software for scripting, recording, and editing.

#### Preferred



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- Experience designing curriculum or project-based learning experiences.
  - Familiarity with audio production, storytelling, and digital media platforms.
  - CPR/First Aid certification.
  - Enthusiasm for teaching creative, technology-driven enrichment activities.
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### **Application Process**

Interested candidates should submit their application via email.

Applications should include the following:

- cover letter that addresses what interests you about working at Montclair Kimberley Academy
- current curriculum vitae
- brief statement describing your teaching philosophy
- three letters of recommendation, at least one of which discusses qualities that will support your role as a teacher

Applicants should send all requested materials by email to Monica Masterson, Director of Summer Operations: [mmasterson@mka.org](mailto:mmasterson@mka.org)

*It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.*