Solstice, Apogee, Spectrum & Equinox Program

CTD Instructors are responsible for the design and implementation of their course curriculum. CTD administrative staff provide guidance to ensure that courses are appropriate for students in the Summer Program and align with other course offerings in rigor and scope of content covered. Instructors are also role models for staff and students.

General Responsibilities:
- Carefully review all program, site and staff materials provided by the Summer Program. Return all completed paperwork as requested;
- Attend staff training;
- Uphold and promote the CTD Honor Code;
- Follow all CTD rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the staff handbook and by administrative staff;
- Assume program related responsibilities as requested by CTD administrative staff.

CTD Instructors are required to:

Pre-Session
- Complete any online professional development prior to Instructional Staff Training required;
- Attend required Instructional Staff Training Day;
- **Science Instructors on campus**: participate in laboratory safety training if required; prepare and implement safety plans according to laboratory guidelines and regulations;
- Design all instructional activities and components of the course;
- Prepare a syllabus for each course that follows the CTD template;
- Submit syllabus to administrative staff for review by the provided due date;
- Choose appropriate instructional materials for the course including books, films, software, lab supplies and other necessary equipment within budget as outlined by administrative staff and on supply order forms as directed;
- Submit materials requests to CTD administrative staff by communicated deadlines;
- In consultation with administrators, select evaluation instruments for each course, including pre- and post-assessments;
- Arrange all class field trips with the Program Coordinator and/or the Academic Dean, and complete a field trip request form for each;
- Contact Residential Teaching Assistant (RTA, Equinox only) or Teaching Assistant (TA) and the Lab Prep Coordinator, if applicable, to review course syllabus and schedule. Review expected R/TA role and course goals;
- **Solstice & Apogee Instructors**: plan and prepare a final class presentation for Expo!
- Become familiar with any medical notes (i.e. allergies or other medical needs) of those students in Instructor’s course only, and uphold confidentiality policies.

During Session
- Check in with Academic Dean (AD) on Opening Day (Sunday prior to each session) before going to classroom;
- Welcome students and their families on Opening Day;
- Uphold and promote the CTD Honor Code, and the standard of supervision with students as required by program;
- Arrive promptly and be present for all required work hours (11:00 am – 3:00 pm Opening Day; 8:15 a.m. to 3 p.m., Monday through Friday during session);
- Check mailbox daily and email regularly for announcements and updates;
- Attend Instructor meeting;
- Ensure that all needed instructional materials are present for each class including books, films, copies, etc.;
- Supervise the R/TA who assists with the class and help to prepare materials for R/TA to use during the study sessions;
- Prepare and provide materials to be available for substitutes as necessary. Notify CTD in the event of an absence, illness, or emergency;
Administer pre- and post-assessments and record results;
Utilize PowerTeacher according to guidelines provided by CTD administrators;
Communicate regularly with residential and administrative staff regarding student progress. Complete and submit student log entries as necessary;
In collaboration with the Academic Dean, maintain contact with families regarding student progress as needed;
Supervise and conduct class field trips, if applicable;
Complete midterm evaluations for students and share with AD. Communicate with parents of students who are having academic difficulties;
Prepare and submit a sample student evaluation according to CTD guidelines;
Collect samples of student work and gather material as directed by AD for course file;
Assure that the course R/TA administers the End of Course survey to students;
Complete program and R/TA evaluations electronically;
Facilitate Closing Day activities as outlined by Academic Dean.

Post-Session
Submit completed, well-written, individualized evaluations via the online STEW system by the submission deadline, for each student according to CTD guidelines;
Turn in electronic course folder including course documents, pre- and post-assessments, and student work;
Clean classroom and return supplies.

Qualifications:
Bachelor’s degree and teaching experience required; master’s degree or equivalent preferred. Given the pace of the program, limited timeframe, and the high expectations for students and staff, instructors in the Summer Program must be veteran master teachers with a passion for their subject area of expertise and learning who possess the ability to adapt content to a fast-paced environment. Instructors should have a minimum of three years teaching experience and have worked with gifted and/or high achieving students. Instructors should be experts in their subject matter, as well as in classroom communication and management. Instructors need to be adept at using a variety of teaching methods, assessing student needs and progress, and differentiating instruction for the myriad abilities of gifted learners. Experience with compacted curriculum is a plus.

Employment Dates and Stipend:
Course and curriculum planning: March – May, 2016
Tentative training date: June 23, 2016

Solstice Program
Starting salary $2,100 per session, increasing to $2,300 per session depending on CTD Summer Program experience
Session 1: June 26 – July 8, 2016 (note: class is held July 4, 2016, and work is required)
Session 2: July 10 – July 22, 2016
Session 3: July 24 – August 5, 2016

Apogee, Spectrum & Equinox Programs
Starting salary $3,100 per session, increasing to $3,400 per session depending on CTD Summer Program experience
Session 1: June 26 – July 15, 2016 (note: class is held July 4, 2016, and work is required)
Session 2: July 17 – August 5, 2016

Note: Limited housing is available to instructors joining CTD from outside the Chicagoland area.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.