Leapfrog & Spark Programs

Teaching Assistants supervise students and support classroom instruction in various ways. They work closely with their assigned course instructor and Site Coordinator to maintain Center for Talent Development’s standard of supervision and to provide academically challenging instruction to each student. They are responsible for tasks such as recording attendance and setting up class materials. Teaching Assistants also conduct themselves according to the CTD Honor Code at all times, serving as role models to students.

Supervision of Students

- Directly supervises assigned students at all times, including during instruction, lunch/recess, bathroom breaks and transitions
- Maintains CTD health and safety protocols, including emergency procedures and food safety policies, also reviews all student health notes regarding allergies, special medical needs, etc., observing CTD’s confidentiality policy
- Upholds and promotes CTD’s Honor Code at all times, including modeling and explaining appropriate behavior
- Actively engages with students during recess to ensure safe supervision

Instructional Support

- Reviews course syllabi and lesson plans provided by the instructors
- Collaborates with the instructor regarding classroom management and daily schedules and provides ongoing feedback about student performance and participation
- Assists students in project work either one-on-one or through group facilitation
- Documents student participation and learning by note taking, transcribing, photographing and reviewing student work
- Leads instruction in the instructor’s absence if necessary
- Sets up and cleans up materials and supplies, including set up or login of any classroom technology
- Records student attendance

Other Requirements or Tasks

- Attends onsite, pre-session staff training and midweek staff meetings during each session
- Completes any online training modules and onboarding requirements, including E-verify and Illinois Mandated Reporter
- Reviews and follows all Northwestern University and CTD staff procedures and policies as indicated in 2016 Leapfrog/Spark Instructional Staff Handbook
- Arrives 30 minutes before the start of class and by 8:00 a.m. on Mondays
- Completes same-day documentation regarding student or staff issues, including minor injuries or illnesses, inappropriate behavior or inability to meet performance expectations
- Completes online or paper surveys to provide programmatic feedback by the end of the session
- Assumes other administrative or supervisory tasks as reasonably requested by the instructor or site coordinator

Qualifications

- Teaching experience or enrollment in an undergraduate or graduate education degree program
- Previous experience working with children in a classroom or camp setting preferred
- Genuine interest in and awareness of the academic and emotional needs of academically advanced students
- Mature and positive attitude
- Strength and mobility to supervise active children in classrooms and on the playground, including the ability to run a short distance and lift a child weighing 30 to 40 pounds
Important Dates and Commitments

• **Opportunities for the Future** conference: 1:00 – 5:00 p.m., Saturday, June 25, 2016
  Selected teaching assistants earn an additional stipend by working with a program coordinator to plan and supervise activities for children

• One onsite training is required for all instructional staff, date to be determined, usually scheduled for mid-June

• 2016 Leapfrog/Spark sessions will run as follows
  - June 27 – July 1  Morning sessions only in Evanston & Lake Forest
  - July 5-8      Morning sessions only in Chicago & Naperville
  - July 11-15    Morning and afternoon sessions in Chicago, Evanston, Lake Forest, Naperville, Palatine
  - July 18-22    Morning and afternoon sessions in Chicago, Evanston, Lake Forest, Naperville, Palatine
  - July 25-29    Morning and afternoon sessions in Chicago, Evanston, Lake Forest, Palatine
                    Morning sessions only in Naperville

Salary

• $275 - $325 per week for teaching assistants working until lunch/recess supervision tasks are complete (usually around 1:15 p.m.)

• $450 - $500 per week for teaching assistants working until afternoon classroom tasks are complete (usually around 4:15 p.m.)

• Salaries will be pro-rated to 80% for 4-day week, July 5-8

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