Leapfrog & Spark Program

Maker Space Facilitators support the physical and intellectual safety of students in the Challenge Lab. They maintain the materials, tools, and other aspects of the Challenge Lab environment. Facilitators further the creativity of students by demonstrating their genuine interest in students’ ideas. They encourage students to use the feedback from their own experimentation to inform multiple design iterations. Facilitators conduct themselves as professionals and according to Center for Talent Development’s (CTD) Honor Code at all times.

Development

- Participate in at least one planning meeting as well as ongoing email communication with program staff during the months and weeks before the session to consult on
  - Arrangement of Challenge Lab space and materials
  - Demonstrations and mini lessons
  - Menu of possible projects, materials, equipment and tools
  - Safety measures and equipment
  - Orientation of Challenge Lab Assistant

Communication

- Checks in daily with Site Coordinator regarding issues; promptly informs Site Coordinator of any student behavioral issues as needed
- Completes same-day documentation regarding student or staff issues, including minor injuries or illnesses or inappropriate behavior
- Supervises Challenge Lab Assistants by delegating specific responsibilities, collaborating on classroom management and daily schedules and by providing ongoing feedback
- Creates a warm and welcoming learning environment for students and families; communicates with parents and family members as needed
- Assures that Challenge Lab Assistants are well informed of any issues related to lab materials, supplies, arrangement or students

Supervision of Students

- Assures that student health and safety are maintained through proper supervision at all times, including transitions and bathroom breaks
- 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
- Implements safe and effective classroom management routines

Administrative and Other Requirements

- Attends pre-session instructional staff training
- Completes any online training modules and onboarding requirements, including E-verify and Illinois Mandated Reporter
- Reviews 2016 Leapfrog/Spark Instructional Staff Handbook and Challenge Lab staff training materials to become familiar with policies, procedures and expectations for staff
- Arrives promptly and is present for all required work hours. Base hours are as follows. Challenge Lab sessions 8:30 a.m. – 12:15 p.m. Additionally, all Facilitators are to arrive by 8:00 a.m. on Mondays and Wednesdays
- Resets or packs up Challenge Lab leftover materials and tools and turns in completed checkout list to the site coordinator
- Completes online or paper surveys to provide programmatic feedback and submits any approved requests for reimbursement and receipts by the end of the session
• Assumes program related responsibilities as reasonably requested by Site or Program Coordinator

Qualifications
• Bachelor’s degree and minimum of three years of teaching experience required; Maker Space experience preferred
• 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
• One all-day onsite training session is required for all instructional staff, date to be determined, usually scheduled for mid-June
• 2016 Leapfrog Challenge Lab sessions will run from 9:00 am – 12:00 pm at Evanston and Palatine locations as follows
  o July 12, 13 & 14
  o July 19, 20 & 21
  o July 26, 27 & 28

Salary
• $350 per three-session week

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