Solstice, Apogee & Spectrum Programs (Evanston Campus)

Teaching Assistants (TAs) must possess and demonstrate an interest in the academic, social and emotional growth of children and/or adolescents, serve as mature and positive role models for students, and exhibit a strong work ethic and commitment to teamwork. TAs work closely with instructors and the Academic Deans (ADs) to provide academically challenging instruction to CTD students, and to carry out administrative tasks as assigned by the instructor and ADs. TAs reinforce course content and study skills during evening study sessions.

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 Teaching Assistants (TAs) are required to:

Pre-Session
- **Science TAs:** participate in Northwestern University and outside laboratory (if applicable) safety training;
- Communicate with instructor to review course syllabus, schedule, course goals and instructor’s expectations of the TA role.

During Session
- Uphold and promote the standard of supervision with students as required by program;
- Prepare for specific lessons and daily duties by keeping up with course content, readings, etc.;
- Be prepared to substitute for classroom teacher, if necessary;
- On Opening Day, move classroom supplies and student books to the classroom, prepare the classroom for the next day’s class, and welcome and meet students and families alongside the instructor:
  - **Solstice TAs:** Attend Opening Day (Sundays) from 10 a.m. to 2 p.m.
  - **Apogee & Spectrum TAs:** Attend Opening Day (Sundays) from 10 a.m. to 3 p.m.;
- Arrive promptly and be present for all required work hours:
  - 7:45 a.m. to 3 p.m., Monday through Friday, and 6:15 p.m. to 8:00 p.m. for Tuesday and Thursday evening study sessions;
- Assist instructors with all instruction-related tasks (leading small groups, grading assignments, set up and clean up of room, etc.);
- TAs are required to be available for academic preparation after class as determined by the needs of the course and instructor;
- Solstice and Apogee TAs are required to meet their students at the residence hall at 7:45 each morning, and walk their class group from the residence hall to class each day;
- **Science TAs:** assist instructor and/or Lab Prep Coordinator in the set up and clean up of labs; and implement safety plans according to university guidelines and regulations;
- Support students in developing their study and time management skills;
- Assist students in class, as needed;
- Communicate with academic, residential, and administrative staff regarding student progress and problems as requested by instructor;
- Promptly log into PowerTeacher any concerns regarding student academic or behavioral issues within 12 hours of any incident;
- Walk with and monitor students to and from designated dining halls, and monitor them during the lunch period, as well as during restroom breaks, labs, and field trip activities;
- Assist instructors with student evaluations by keeping notes regarding students’ performance on assignments and projects, comments during discussions, behavior, etc. as requested by instructor;
• Work with Academic Office staff to administer End of Course (EOC) surveys to students;
• Help to collect samples of student work and materials for the electronic course file;
• Attend Parent-teacher conferences on Closing Days if requested by Instructor.

Post-Session
• Complete program evaluation and evaluation of instructor;
• Assist instructor in cleaning classroom and returning supplies to the Summer Program Office.

Qualifications:
Current or past enrollment in a college undergraduate or graduate degree program required; current teacher with one to two years of experience preferred. Previous experience working with children in a classroom or camp setting is a plus. Must be able to traverse distances of at least one mile with or without accommodation. Must be able to lift and/or maneuver at least 40lbs.

Applicants must demonstrate a genuine interest in and awareness of the academic and emotional needs of bright students. Teaching assistants must demonstrate a mature and positive attitude and serve as role models for students and other staff members.

Employment Dates and Stipend:
Tentative training date: June 23, 2016

Solstice Program
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
Starting salary $866 per session, increasing to $940 per session depending upon CTD Summer Program experience

Apogee & Spectrum Programs
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
Starting salary $1,300 per session, increasing to $1400 per session depending upon CTD Summer Program experience

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