Summer Instructor, Age 4 – Grade 5
Leapfrog & Spark Program

Instructors plan and implement challenging and engaging five-day enrichment courses based on a syllabus provided to them. Syllabi contain a brief description, essential questions, learning outcomes and several resources on the course topic. Course content is one to two years above grade level. Instructors receive resources and brief training but should have experience with gifted learners and be able to differentiate instruction for high ability students with a range of skill levels and background knowledge. As classroom leads, instructors supervise teaching assistants and are responsible for student course evaluations.

Course Duration and Pay
Half-day courses are three hours (9 am – 12 noon and 1- 4 pm); $600 stipend
All-day courses are six hours (9 am – 4 pm); $1,050 stipend

Dates and Locations
- June 24-28 - Chicago, Skokie & Naperville
- July 8-12 – Chicago, Skokie, Naperville, Lake Forest & Palatine
- July 15-19 – Chicago, Skokie, Naperville, Lake Forest & Palatine
- July 22-26 – Chicago, Skokie, Naperville, Lake Forest & Palatine

Qualifications
- Bachelor’s degree and experience teaching accelerated and/or compacted curricula
- Master’s degree, at least three years of lead teaching and experience with twice exceptional students preferred
- Subject matter expertise as appropriate
- Strength and mobility to supervise active children indoors and on the playground, including the ability to run a short distance and lift a child weighing 30-40 pounds

General Responsibilities
- Design all course instructional activities, incorporating differentiation and a variety of instructional practices
- Submit lesson plans for review, feedback and archiving according to program requirements
- Submit appropriate supply requests according to a timeline
- Review student medical notes (i.e. allergies and other special needs) and uphold confidentiality policies
- Create a classroom environment of high student engagement and academic risk-taking
- Supervise teaching assistant’s performance and engagement in the classroom activities
- Maintain program standard of student supervision
- Assess and evaluate student progress toward course learning outcomes using CTD template and guidelines within five days
- Learn and implement CTD policies and procedures by reviewing documentation and attending onsite staff training

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