Summer Teaching Assistant, Age 4 – Grade 5
Leapfrog & Spark Program

Teaching Assistants work closely with lead instructors to provide safe, challenging and differentiated experiences in the classroom. Teaching assistants also supervise students during lunch, recess, and transition times.

Weekly Pay
- $500 for full days, approximately 8:30 am – 4:15 pm
- $325 for partial day, approximately 8:30 am – 1:15 pm (12:15 pm when site is offering morning courses only)

Dates and Locations
2019 summer enrichment program sessions by site:
- June 24-28 mornings only: Chicago and Skokie
- June 24-28 all day: Naperville
- July 8-26: Chicago, Lake Forest, Naperville, Skokie, Palatine

Qualifications
- Classroom, camp or other experience with children. Teaching experience with acceleration or high-ability students preferred.
- Enrollment in undergraduate or graduate education degree program, bachelor’s degree preferred. Experience with twice-exceptional students, a plus.
- Strength and mobility to supervise active children in classroom and on the playground, including the ability to run a short distance and lift a child weighing 30-40 pounds.

General Responsibilities
- Provide instructional support in collaboration with lead instructor, including small group facilitation and individual support.
- Set up and cleanup classroom materials and technology.
- Document student participation and progress toward learning outcomes.
- Supervise students during lunch/recess and transition times.
- Review student medical notes (i.e. allergies/other medical needs) and uphold confidentiality policies.
- Take over instruction if instructor is absent due to illness or emergency.
- Learn and implement CTD Policies and Procedures.
- Uphold and promote the CTD Honor Code among staff and students.
- Follow all CTD rules and regulations concerning staff conduct and appropriate dress.
- Assume program-related responsibilities as requested by Site Coordinator.

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