

## **Advanced Enrichment In-Person Weekend Teaching Assistant – Grade PreK - 8**

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

### **Hourly Pay**

- \$17 per hour

### **Course Duration**

Weekend courses run for six consecutive Saturdays throughout the school year. Courses are 2.5 hours in length. Courses are held in the mornings and/or afternoons. Teaching assistants work during one (half-day commitment) or two (full-day commitment) of these time frames depending on location and course assignment.

- Fall 2023: October 7 - November 11 (“inclement weather day” November 18, if needed)
- Winter 2024: January 20 – February 24 (“inclement weather day” March 2, if needed)
- Spring 2024: April 13 – March 18

### **Locations**

Weekend enrichment program sites:

- Evanston, IL — TBD

### **Qualifications**

- Current or past enrollment in a college undergraduate (or higher) degree program required.
- Previous experience working with children in a classroom, camp, or online setting. Experience with high-ability and twice-exceptional students, a plus.
- Strength and mobility to supervise active children in both classroom and outdoor settings.

### **General Responsibilities**

- 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 and/or Program Coordinator, including attendance at online and/or onsite training sessions.
- Provide instructional support in collaboration with Instructor, including small group facilitation and individual support.
- Set up and cleanup of classroom materials and technology.
- Document student participation and progress toward learning outcomes.
- Supervise students during breaks and transition times.
- Substitute for Instructor, if necessary.
- Review student health notes and uphold confidentiality policies.

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*Center for Talent Development is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI)*