

Assistant Site Coordinator

Summer Day Camps, PreK – Grade 6

The Assistant Site Coordinator at the Chicago site manages staff and resources to ensure safety and high-quality instruction at their location. They assist in the oversight of all on-site aspects of the program, including logistical and communication tasks before and after courses are in session. They function as the secondary point of contact between CTD administrators, host school staff, instructional staff and families.

Pay

- \$4,400

Locations and Dates

- Chicago: Hawthorne Scholastic Academy, 3319 N Clifton Ave Chicago, IL
- Evanston: TBD
- Assistant Site Coordinators are expected to attend move in and training, and may need to be present during move out.
- Chicago and Evanston: June 24 – Aug 2
- In person and online training dates TBD

Qualifications

- Bachelor's degree in education or related field and at least 3 years teaching experience, experience with twice-exceptional students, a plus.
- Instructional experience with acceleration, compacted curricula and high-ability students preferred.
- 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.
- Experience coaching or mentoring teachers.

General Responsibilities

- Manage teaching assistants and office assistant under direction of Site Coordinator.
- Carry out classroom observations and provide feedback to instructional staff under direction of Site Coordinator.
- Work closely with Site Coordinator to oversee all logistical aspects of program including building space, parking, outdoor space and supplies.
- Help to plan and oversee student drop-off and pick-up procedures.
- Learn and implement CTD Policies and Procedures.
- Uphold and promote the CTD Honor Code among staff and students.
- Communicate and enforce all CTD policies concerning staff conduct and appropriate dress.
- Assume program-related responsibilities as requested by Site Coordinator or CTD administrative staff.
- *Perform other duties as assigned.*

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As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

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