Teaching Assistant (in person)
Academic Summer Day Camps, PreK – Grade 6
Teaching Assistants work closely with instructors to provide safe, challenging and differentiated experiences in the classroom. They also supervise students during breaks, lunch periods and all transition times.

Hourly Pay
- $17 per hour

Locations and Dates
- Chicago (Hawthorne Scholastic Academy): June 24 – August 2 (no classes the week of July 1 – July 5)
- Downers Grove (Avery Coonley School): June 10 -July 19 (No class on 6/19 or 7/4)
- Elgin (TBD): June 10 – July 3 (No class on 6/19)
- Evanston (St. Athanasius): June 24 – August 2 (no classes the week of July 1 – July 5)

*Specific training date for each site is TBD.
** Site locations are contract pending and subject to change before start date.

Time Commitment
- Chicago and Evanston: approximately 8:15am to 4:15pm
- Downers Grove: approximately 8:30 – 12:15
- Elgin: approximately 8:30am – 12:30pm

Qualifications
- Current or past enrollment in a college undergraduate (or higher) degree program.
- Previous experience working with children in a classroom, camp, or online setting. Preferred: Experience with high-ability and twice-exceptional students.
- Strength and mobility to supervise active children in a classroom and outdoor settings, including the ability to lift a child weighing approximately 40 pounds.

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.
- Substitute for Instructor, if necessary.
- Review student health notes and uphold confidentiality policies.

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

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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