Advanced Enrichment 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
• $14 per hour

Course Duration
Weekend courses run for six or eight consecutive Saturdays and/or Sundays 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 (3-hour commitment) or two (6-hour commitment) of these time frames depending on location and course assignment.
• Fall 2018
  o Saturdays: September 29 – Nov 17, 2018 (“snow day” of December 1, if needed)
  o Sundays (Evanston, only): September 30 – Nov 18, 2018
• Winter 2019
  o Saturdays: January 19 – March 9, 2019 (“snow day” of March 16, if needed)
  o Sundays (Evanston, only): January 20 – March 10, 2019
• Spring 2019
  o Saturdays: April 13 – May 18, 2019
  o Sundays (Evanston, only): April 14, April 28, May 5, May 12, May 19, 2019 (no class on April 21)

Locations
Weekend enrichment program sites:
• Evanston, IL—Northwestern University
• Naperville, IL—North Central College, 31 N. Loomis St.
• Palatine, IL—Quest Academy, 500 N. Benton St.
• Chicago, IL—Frances Xavier Warde School, 751 N. State St.

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 a classroom, including the ability to 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 of classroom materials and technology.
• Document student participation and progress toward learning outcomes.

Center for Talent Development is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI)
- Supervise students in breaks 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 and/or Program Coordinator.

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