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 2019**
  - Saturdays: September 28 – Nov 16, 2019 (“snow day” of November 23, if needed)
  - Sundays (Evanston, only): September 29, October 6, October 13, October 27, November 3, November 10, November 17, November 24, 2019 (NO class on October 20, “snow day” of December 8, if needed)
- **Winter 2020**
  - Saturdays: January 18 – March 7, 2020 (“snow day” of March 14, if needed)
  - Sundays (Evanston, only): January 19 – March 8, 2020 (“snow day” of March 15, if needed)
- **Spring 2020**
  - Saturdays: April 11 – May 16, 2020
  - Sundays (Evanston, only): April 12 – May 17, 2020

**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—British International School of Chicago (South Loop campus), 161 W. 9th St.
- Northbrook, IL - Bernard Weinger JCC, 300 Revere Dr.

**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.
- Supervise students during 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.
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