Advanced Enrichment Weekend Instructor, Grade PreK- 8

Instructors plan and implement challenging and engaging courses with content one to two years above grade level based on course syllabi provided to them. As classroom leads, instructors supervise teaching assistants and are responsible for student course evaluations.

Course Duration and Pay
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. Instructors teach during one or two of these time frames depending on location and course assignment. The per course stipend for a weekend half-day morning or afternoon course is $880 (for 8-week fall and winter sessions) and $660 (for 6-week spring session).

- **Fall 2018**
  - Saturdays: September 29 – Nov 17, 2018 (“snow day” of December 1, if needed)
  - Sundays (Evanston, only): September 30 – Nov 18, 2018
- **Winter 2019**
  - Saturdays: January 19 – March 9, 2019 (“snow day” of March 16, if needed)
  - Sundays (Evanston, only): January 20 – March 10, 2019
- **Spring 2019**
  - Saturdays: April 13 – May 18, 2019
  - Sundays (Evanston, only): April 14, April 28, May 5, May 12, May 19, 2019 (no class on April 21; all 5 classes will be 3 hours in length instead of 2.5)

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
- Bachelor’s degree and experience teaching accelerated and/or compacted curricula.
- Master’s degree, at least three years of lead teaching and experience with twice exceptional students preferred.
- Subject matter expertise as appropriate.
- Strength and mobility to supervise active children indoors, including the ability to lift a child weighing 30-40 pounds.

General Responsibilities
- Design all course instructional activities, incorporating differentiation and a variety of instructional practices.
- Submit lesson plans for review, feedback and archiving according to program requirements.
- Choose and request appropriate instructional materials for the course.
- Review student medical notes (i.e. allergies/other medical needs) and uphold confidentiality policies.
• Execute course curriculum in a classroom environment that fosters student engagement, academic risk-taking, and inclusion.
• Supervise teaching assistant’s performance and engagement in the classroom.
• Maintain program standard of student supervision.
• Assess and evaluate student progress toward course learning objectives according to CTD guidelines.
• Learn and implement CTD Policies and Procedures.
• Uphold and promote the CTD Honor Code among staff and students.
• Assume program-related responsibilities as requested by CTD administrative staff including training.

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