



## Summer at Case TEACHING ASSISTANT

### Job Description

412 Guilford House

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Equinox (216) 368 6735 Spectrum (216) 368 1686



NORTHWESTERN  
UNIVERSITY

Spectrum Teaching Assistants (TAs) possess and demonstrate an interest in the academic, social and emotional growth of adolescents, serve as mature and positive role models for students, and exhibit a strong work ethic and commitment to teamwork. They assist with supervising students academically, and supporting them whenever they are in class or study sessions. Additionally, and in collaboration with the instructor, TAs advise students of Program policies and expectations, and are responsible for teaching and maintaining effective independent study skills in the classroom. TAs work closely with instructors and the Program Directors to provide academically challenging instruction to students and carry out administrative tasks as assigned by the instructor and Program Office staff. Finally, TAs reinforce course content and study skills in the afternoon study sessions and lead afternoon recreational activities.

#### **Summer at Case Teaching Assistants (TAs) are required to:**

1. Complete online professional development and attend pre-session Instructor/TA Orientation prior to the start of the Summer Program, as well as all TA meetings during the program.
2. Attend the Opening Day of the session (June 29) from 10:00 am to 3:00 pm to move classroom supplies, prepare classroom, welcome and meet students and families alongside the instructor.
3. Arrive promptly and be present for all required work hours (8:00 am to 5:00 pm Monday through Friday). TAs are required to be available for academic preparation before and after class as determined by the needs of the course and instructor.
4. Walk and monitor students to and from the designated lunch areas and monitor them during the lunch period.
5. Walk with and monitor students to and during afternoon study and recreational activities.
6. Prepare for specific lessons and daily duties by keeping up with course content, readings, etc., and substitute for classroom teacher, if necessary.
7. Assist instructors with student evaluations by keeping notes on students' performance on assignments and projects, comments during discussion, behavior, etc.
8. Grade homework, quizzes, papers, and tests as requested by the teacher.
9. Assist students in class, as needed.
10. Accompany and supervise the class on any field trips.
11. **Science TAs:** participate in university laboratory safety training; assist instructor in the set up and clean up of labs; and implement safety plans according to university guidelines and regulations.
12. Complete and submit Student Report forms concerning student academic and behavioral issues.
13. Communicate with other academic and administrative staff regarding student progress and problems, as well as scheduling needs.
14. Follow all Program rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the *Instructional Staff Handbook* and by the Program Director.
15. Assume other responsibilities as reasonably requested by the instructor and Program Director.

#### **Qualifications:**

Current or past enrollment in a college undergraduate or graduate degree program required; a current teacher with one to two years of experience preferred. Previous experience working with children in a classroom or camp setting is a plus. Applicants must demonstrate a genuine interest in and awareness of the academic and emotional needs of bright students. Teaching assistants must demonstrate a positive attitude and serve as role models for students and other staff members.

#### **Employment Dates:**

Orientation dates June 23-June 27.

Program Dates: June 29-July 18, 2008

**Salary:** \$1175 for new Spectrum TAs; \$1270 for returning Spectrum TAs