

Job Description for Teaching Assistant

Aim High – Alec Lee, Director

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Position Description

The position of Teaching Assistant (TA) is a unique opportunity for high school and college students to develop teaching skills and experience by working directly with middle school students under the supervision of professional teachers. TAs assist Master Teachers or Teaching Interns in teaching core classes (math, science, humanities, Issues and Choices) and are responsible for leading or assisting in afternoon activities, monitoring lunch periods and recess, attending events in the evenings and writing student evaluations at the end of the summer. TAs often provide a valuable link between the adult teachers and the students. At Aim High, the opinions and viewpoints of TAs are valued in the teaching community. This is a six-week position; one week of training and five weeks teaching in the program.

Duties and Responsibilities

- TAs work closely with assigned Master Teachers or Teaching Interns in the daily planning and implementing of lesson plans in morning academic classes. This may involve assisting small groups of students, correcting homework, occasionally leading lessons, preparing materials, and other teaching related duties.
- TAs co-lead advising groups, working to create a positive environment for sharing issues during the five-week program.
- TAs assist and lead afternoon activities and sports offerings. This includes planning, leading and securing materials needed to run these activities.
- TAs are often required to write a small number of end-of-summer student evaluations.
- TAs are required to attend the entire first week of faculty training, after school faculty meeting, and special evening events.

Qualifications

- Responsible, positive role model, diligent and conscientious, good communication skills. Aim High graduates are encouraged to apply.

Compensation, Dates and Hours

- TAs receive a stipend for the summer. Salary commensurate with experience and grade level.
- TA positions are full time over the six weeks of the program. TAs are expected to work during the program hours of 7:45 to 3:30, plus during after school faculty meetings and special events.