

# Job Description for Teaching Intern

Aim High – Alec Lee, Director

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## Position Description

The position of Teaching Intern (TI) is a unique opportunity for college students and adults interested in education or a career change to teaching. Over the course of Aim High's five-week summer school, TI work directly work with middle school students under the supervision of professional teachers. TIs generally assist Master Teachers in teaching core classes, are responsible for leading and assisting in afternoon activities, monitor lunch periods and recess, attend events in the evenings, and write student evaluations at the end of the summer. At Aim High, TIs opinions and viewpoints are listened to and valued in the teaching community. This is a six-week position; one week of training and five weeks with the middle school students.

## Duties and Responsibilities

- TIs may work closely with assigned master teachers or other TIs in the daily planning and implementing of lesson plans in morning academic core classes. This may involve assisting small groups of students, correcting homework, occasionally leading lessons, preparing materials, and other teaching related duties.
- More experienced TIs may also leader morning academic core classes with the aid of another TI or TA. The TI would be responsible for lesson planning and implementation, classroom management and creating an effective team teaching environment with the other TI or TA.
- TIs co-lead advising groups, working to create a positive environment for sharing issues during the five-week program.
- TIs assist and lead in afternoon activities and sports offerings. This includes planning, leading and securing materials needed to conduct these activities.
- TIs are required to complete a number of end-of-summer student evaluations pertaining to students they have come in contact with over the summer.

## Qualifications

- Responsible, diligent and conscientious, good communication skills, interest in teaching and education fields.

## Compensation, Dates and Hours

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