

Illinois State University

Job Description

Position Title: Illinois State University/Little Village TEACH College Prep Summer Intern

Location: Chicago, Illinois

Reports to: TEACH College Prep Summer Program Coordinator (TBA)

Status: Seasonal - Summer Program – six week commitment – June 22, 2009 – July 31, 2009 – Monday through Friday, 9:00 a.m. – 1:00 p.m. (During elementary summer school work experience, hours may change depending on elementary summer school schedule.)

Pay: TEACH College Prep interns will be paid a stipend of \$500.00.

Purpose of Position:

The Illinois State University/Little Village TEACH (Teacher Education and Access to College for Highschoolers) College Prep Summer Intern will attend an intensive training session for future teachers and then intern in Chicago Public Schools (CPS) elementary summer school programs in the Little Village neighborhood. At the end of their internship, they will create and present a culminating project that showcases their learning and work experience in the program.

Primary Job Functions:

- Attend intensive TEACH College Prep training session.
- Intern in summer school programs at CPS elementary schools in the Little Village neighborhood.
- Tutor and engage in small group activities as directed by the TEACH College Prep teacher and teacher aide and the CPS host teacher.
- Plan and present approved lesson plan(s) to their elementary summer school students.

- Maintain professional working relationship with the TEACH College Prep teacher and teacher aide and the CPS host teacher.
- Create and present a culminating project that reflects the learning and work experience gained in the program.

Duties and Responsibilities:

- Prior to the TEACH College Prep Summer Program start date (June 22, 2009), complete all application and preliminary paperwork in a timely manner.
- Attend and be punctual to all TEACH College Prep program activities including adhering to the elementary school program bell schedule during that portion of the internship.
- Meet periodically with host CPS teacher regarding the summer school elementary program, especially regarding any lesson plans and presentations.
- Use technological tools such as video cameras, digital cameras, and computers for all projects in the program.

Requirements:

- Sophomore level at a CPS high school (as of Fall 2009). TEACH club members preferred.
- Strong commitment to education for traditionally underrepresented populations.
- Must be highly motivated, self-initiated, and flexible.
- Effective communication and organizing skills.
- Computer literacy is required.

Educational Requirements: Sophomore level or higher (as of Fall 2009) in a CPS high school. TEACH Club members preferred.

Language Requirements: Bilingual a plus (English/Spanish, oral and written)

Working Conditions and Demands: No unusual demands.