

Illinois State University, Chicago Teacher Education Pipeline Program

Job Description

Position Title: Illinois State University TEACH College Prep Summer Teacher Aide

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.).

Pay: Teacher Aides will be paid \$2000 from Illinois State University).

Purpose of Position:

The Illinois State University TEACH (Teacher Education and Access to College for Highschoolers) College Prep Summer Program Teacher Aide will assist the TEACH College Prep Summer Program Coordinator in the TEACH College Prep Summer Program for high school students from Chicago Public Schools that want to become future teachers.

Primary Job Functions:

- Assist Coordinator in the planning, coordinating and implementing all activities for the TEACH College Prep Summer Program during the six-week summer program.
- Assist Coordinator to design and execute a six-week action plan for the program (objectives, main activities, and assessment measures).
- Assist Coordinator to plan and organize supplemental events (field trips, culminating event, etc.).
- Assist in the supervision of CPS high school students during their three-week on-site internship at CPS elementary schools.
- Maintain communication with Illinois State University, local school and Enlace educational team.

Duties and Responsibilities:

- Prior to the TEACH College Prep Summer Program start date (June 22, 2009), assist Coordinator to research and apply best practices in summer intern programs that promote teaching practices for future teachers.
- Assist Coordinator to design, integrate, and implement innovative academic content throughout the TEACH College Prep Summer Program.
- Meet periodically with Illinois State University Chicago Teacher Education Pipeline Program & Partnerships (CTEPPP) staff to prepare for program. Work with CTEPPP staff and Coordinator to create and plan teaching seminars and field experiences that relate to the TEACH College Prep Summer Program objectives.
- Assist Coordinator to coordinate special projects/events to increase college awareness among students including arranging guest speakers, college visits and workshops
- Keep attendance records, and assist in the completion of regular program reports to CTEPPP.
- Assist Coordinator to guide students in developing specific projects/products using technological tools such as video cameras and digital cameras.

Requirements:

- Junior level or higher (as of Fall 2009) in a post-secondary education program.
- Experience with serving traditionally underrepresented populations and strong commitment to continue serving these populations.
- Must be highly motivated, self-initiated, and flexible.
- Effective communication and organizing skills.
- Computer literacy is required.

Educational Requirements: Junior level or higher (as of Fall 2009) in a post-secondary education program. Recent graduates preferred.

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

Working Conditions and Demands: No unusual demands.