



Reach for a Dream

## Job Description for Teaching Intern

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Questions? email [apply-to-teach@aimhigh.org](mailto:apply-to-teach@aimhigh.org)

### 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, TIs work directly with middle school students under the supervision of professional teachers. TIs generally assist Lead 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. TIs help to ensure that the Core Values (CORE) of Community, Opportunity, Respect and High Expectations are brought to life for students and fellow staff members. This is a six-week position; one week of training and five weeks with the middle school students, June 18<sup>th</sup> – July 27<sup>th</sup>. TIs are also encouraged to attend training sessions the week before Faculty Training week.

### Duties and Responsibilities

- TIs may work closely with assigned Lead 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 lead 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 are required to complete a number of end-of-summer student evaluations pertaining to students they have come in contact with over the summer.
- TIs assist and lead in afternoon activities and sports offerings. This includes planning, leading and securing materials needed to conduct these activities.

### 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. TI positions are full time over the program six weeks. TIs are expected to work during the program hours of 7:45 to 3:30, plus during faculty meetings and special events.