THE SITE COMMUNITY

It takes a large team of people working together to make each site successful.

At residential sites, our student to staff ratio is approximately 5:1.

Working as a team and knowing your resources will make everyone more effective.

SITE ADMINISTRATORS

Site Coordinator and Assistant Coordinator
Work year round for CTY on various aspects of site preparation. Supervise site operations. Visit site during opening, intersession, and closing weeks.

Site Director
Supervises all staff and oversees all aspects of the program at the site: academic and administrative.

Academic Counselor
Provides short-term counseling services to students and advises academic and activities staff in their work.

Academic Dean
Supervises the academic staff and coordinates the academic program.

Academic Dean’s Assistant
Assists the academic dean with the day-to-day administration of the academic program at the site. Not all sites will have an ADA.

Dean of Students
Supervises the program assistant staff and coordinates the activities program.

Office Manager
Oversees the site office, provides general administrative and clerical support for the site, and handles site bookkeeping.

General Assistants
Provide general support in the site office and assist with day program as needed.

Site Nurse (some sites)
Oversees students’ medical issues.

Health Assistant (some sites)
Keep track of student medications and provide assistance in the medical office. They do not deliver health care or diagnose conditions.

INSTRUCTIONAL STAFF

Subject Area Coordinators
Instructors who assist the academic dean with specific curricular, testing, and subject area needs. There may be one for math, writing, and science.

Instructors
Prepare and teach classes and labs; mentor program assistants; write final student evaluations.

Program Assistants
Assist instructors and conduct day-to-day operation of the activities program.

HOST INSTITUTION

Employees of the schools who host our program are integral members of the site community. A successful relationship with the host institution makes the entire summer possible. In keeping with this, each site has a very specific protocol for dealing with facility concerns. Please respect this protocol and go to a member of the site administration with all facility concerns.