

**2018 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
TEACHING ASSISTANT**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; to contribute positively to the site's living and learning community; to ensure students' physical and emotional safety; to uphold the *Honor Code* and enforce site rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The primary responsibilities of teaching assistants (TAs) are tutoring students; assisting with the class paperwork; setting up demonstrations; preparing for and cleaning up after laboratory sessions; teaching the class as requested by the instructor; supervising late afternoon/evening class sessions; helping with administrative tasks such as typing and photocopying; and generally helping to ensure that the class runs smoothly. TAs also assist with general site administrative tasks, particularly on the student arrival and departure days, but occasionally at other times during the session.

Supervision

TAs are directly supervised by their instructors and the academic dean, and indirectly supervised by the site director and the site program manager and assistant program manager.

Work Schedule and Physical Requirements

TAs' work hours each day will be class times, including late afternoon/evening class sessions, instructional staff meetings, and additional class planning and preparation time as requested by the instructors. TAs may leave campus on weekends, with the exception of the opening weekend, some of intersession, and the closing weekend, periods when all staff members are expected to be on campus to assist with various logistics of student arrival and departure. TAs may not leave campus for the weekend before the end of class on Friday. If class periods are held on Sunday evenings, TAs must return to campus by the beginning of that period. In addition, before leaving campus, they are expected to check with their instructors regarding preparations for the next class session. To prepare for the following week, TAs may have to take work with them or return to campus early.

TAs are required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of TAs include but are not limited to:

Before Arriving at the Site:

1. Carefully read the *Teaching Assistant Handbook*. Familiarize yourself with any other program materials provided to you so that you are aware of the overall structure of CTY and the rules and regulations for students and staff.
2. Complete any required background checks and pre-summer training, including any online training courses, before reporting to the site.
3. Be available for communication with your instructor about ideas for structuring the course and your role in the class.

Before the Students Arrive:

4. Read JHBox Basics on MyCTY. After you receive your invitation to JHBox, set up your account and familiarize yourself with JHBox's functions.
5. Arrive at the site on the date indicated in your employment agreement in order to attend a orientation program prior to the arrival of students. Attend all sessions of the orientation program.
6. Familiarize yourself with the textbook(s) and materials for your course. A copy of the textbook(s) and relevant course materials will be available for you upon arrival at the site. See the academic dean to receive your materials.
7. Meet with your instructor to go over the syllabus for your course and to prepare for student arrival day.
8. Establish a working relationship with your students' resident assistants (RAs).
9. (*Science TAs only*) Familiarize yourself with the laboratory safety and waste disposal policies of CTY and the host institution. Discuss with your instructor the specific safety instructions for your course.
10. (*Science TAs only*) Assist your instructor with unpacking and reviewing of laboratory equipment and supplies on-hand for your course.

Opening Day through Closing Day:

11. Assist with student check-in by helping with the shuttle service, staffing check-in tables, and/or completing other duties assigned by site administrators. If not assigned to another task, attend opening ceremonies and be available to assist your instructor in speaking with parents about the course or about special situations with students in your class.
12. Attend the entire morning and afternoon class period each Monday–Friday. Attend all late afternoon/evening sessions each Monday–Friday or Sunday–Thursday. (Schedules vary from site to site.) Monitor the class as a whole, and work with individual students as necessary.
13. Assist the instructor in the classroom according to the daily schedule set for your site. You will assist in maintaining classroom order, tutoring students, providing administrative assistance, and in handling routine disciplinary problems. You may also teach the class on occasion, as requested by the instructor.
14. (*Science TAs only*) Assist your instructor in conducting labs. Your duties are to gather the necessary equipment and supplies, help enforce safety procedures, and ensure that the lab is cleaned and equipment properly stored at the end of the day. You may be asked to conduct demonstrations or other procedures. You are not expected, or permitted, run lab sessions by yourself. The instructor must always be present.
15. (*Science TAs only*) Maintain a master list of chemicals and other items purchased for your course and another list of any equipment broken or damaged by students or staff. These lists should be submitted to the academic dean at the end of the program.

16. Assist your instructor in taking steps to educate students about and to minimize opportunities for cheating, plagiarism, and other forms of academic dishonesty.
17. Mark and comment on student assignments, lab reports, tests, and quizzes as directed by your instructor.
18. Be sure that students are supervised at all times. Be an active supervisory presence and address student safety and behavior issues whenever you are in the presence of students, including in the dining hall or any time you are not officially on duty.
19. At Young Students residential sites, stay with the students at all times during the lunch period. At Older Students residential sites, supervise students at meals as requested.
20. Consult regularly with RAs about the academic, social, and emotional welfare of your students.
21. Advise your instructor, the site director, the appropriate dean, and/or the academic counselor of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem. Complete a *Concern/Incident/Medical Report* to document a student's illness, injury, or misconduct.
22. Assist in ensuring the health and safety of all students by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist not only with health office logistics such as escorting students to/from the office or filing paperwork, but also with urgent medical situations, which may require accompanying students to the ER or to off-campus clinics.
23. Attend weekly meetings of academic staff and any additional meetings called by the site administrators.
24. Assist in the administration of pre- and post-assessments given to students during the session(s). Assist in processing and returning all testing materials as directed.
25. Abide by the Research Policy printed in the *Teaching Assistant Handbook*. Support and participate in research activities as requested by CTY.
26. If requested by your instructor or site administrators, supervise students while they complete program and course evaluations and any other questionnaires approved by the program manager or assistant program manager for your site.
27. Assist in the preparation of written student evaluations. Take notes on students' performance in class as directed by the academic dean and as requested by your instructor to help provide information for students' final evaluations.
28. Cooperate with occasional observers of the class sessions (administrators, RAs, or approved visitors to the program). Every effort will be made to advise you and your instructor of visitors beforehand and to keep observations from disrupting class.
29. On the final day of the session(s), -assist your instructor with parent conferences or any other tasks, such as assisting with shuttle service, as requested.
30. Assist your instructor in preparing a final syllabus.

31. Complete an online evaluation of your instructor.
32. Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After the Students Depart:

33. Assist with the site closing as requested.
34. Inventory, pack, and/or store (or return to the CTY office in Baltimore) all classroom supplies and materials purchased by CTY. Submit the inventory to the academic dean.
35. (*Science TAs only*) Identify all chemicals and specimens, including waste materials, and set them aside for your instructor to dispose of properly.
36. (*Science TAs only*) Inventory, pack, and/or store (or return to the CTY office in Baltimore) all laboratory equipment and non-chemical supplies purchased by CTY. Submit the inventory to the academic dean.
37. Be available throughout the academic year for discussion of the program or of particular students. Provide the program manager or assistant program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.