

## Instructor

\*Minimum Requirements: Bachelor's degree in related field and 2 years of teaching experience

Instructors at residential sites are responsible for teaching an appropriately challenging and rigorous course to approximately 16-18 advanced students (12-14 in Young Students classes). Instructors' core responsibilities are to plan and conduct their classes and labs (if applicable) within CTY guidelines, to monitor and evaluate the progress of each of their students, and to supervise an instructional assistant. Instructors' daily working hours are morning and afternoon class times, some evening sessions at 7th Grade and above program sites, weekly instructional staff meetings, and additional class planning and preparation. At sites with the 7th Grade and Above program or select Young Student sites, instructors are responsible for Sunday evening class sessions. At all sites, instructors are responsible for working the opening weekend, some of intersession, and the closing weekend. Otherwise, instructors do not have scheduled responsibilities on weekends. Instructional staff report directly to the academic dean and may work closely with the assistant academic dean in procuring classroom supplies and producing and editing student evaluations.

## Sample Daily Schedule

Here's what a day in the life of an Instructor looks like. Exact schedules will vary from site to site.

### Morning

- Get students from Residential Assistant (RA) staff at morning hand off
- Teach your course with the assistance of your Teaching Assistant (TA) during the morning class/lab session
- Take notes for narrative evaluations

### Afternoon

- Lunch
- Teach your course with the assistance of your TA during the afternoon class/lab session
- Hand students back to RAs at afternoon hand off
- Attend weekly instructional staff meeting
- Meet with your assistant for planning, setup, grading, etc.
- Participate in student activities as time permits

### Evening

- Dinner
- Supervise evening student session (instructors attend at least two days a week)
- Work on grading, planning, and narrative evaluations

### Weekends

- Instructors are off between Friday afternoon and Sunday evening, except for the student arrival weekends