

Instructor

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

Instructors at day sites are responsible for teaching an appropriately challenging and rigorous course to approximately 12-16 students. 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, weekly instructional staff meetings, and additional class planning and preparation. 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.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Morning

- Meet with your Program Assistant (PA) for planning and setup before students arrive
- Help with students' arrival
- Teach your course with the assistance of your PA during the morning class/lab session
- Take notes for narrative evaluations

Afternoon

- Lunch (supervise students while the PA has their break)
- Break during student recess
- Teach your course with the assistance of your PA during the afternoon class/lab session
- Attend weekly instructional staff meeting
- Work on grading, planning, and narrative evaluations
- Participate in student activities as time permits
- Assign homework
- Help with student dismissal