

**2023 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
PROGRAM ASSISTANT**

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

Program assistants (PAs) are responsible for student supervision both inside and outside the CTY classroom. PAs plan and lead all afternoon activities. Although certain duties are typical, tasks and responsibilities can and do change according to each day's needs and may vary slightly. Specific tasks and responsibilities in the classroom might include assisting with instructional preparation, aiding the instructor with classroom management, gathering anecdotal information for evaluations, tutoring students, helping with administrative tasks such as grading and photocopying, teaching the class as requested by the instructor, and generally helping to ensure that the class runs smoothly. PAs are the primary staff members responsible for supervising students during lunch, breaks, and afternoon activities. PAs also assist with morning drop-off and afternoon pick-up.

Supervision

PAs report directly to their instructors and the dean of students. Additionally, PAs are indirectly supervised by the site director as well as the program manager and assistant program manager for the site.

Work Schedule and Physical Requirements

PAs work Monday-Friday, 8 a.m.–4:30 p.m. PAs also work the student check-in day on the weekend immediately prior to the start of each session, as well as the Saturday at the end of each session, as needed. In addition, PAs supervise before- and after-care, as needed.

PAs 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 the PA:

Before Arriving at the Site:

- Carefully read the *Program Assistant Handbook*.
- Familiarize yourself with the current year course offerings and any other program materials shared with you so you are aware of the overall structure of CTY and the rules and regulations.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Access and familiarize yourself with CTY's designated communication and digital file storage systems. Links, training, and login information for these systems will be provided during the onboarding process.

Before the Students Arrive:

- Arrive at the site on the date specified in your employment agreement to attend the mandatory training/orientation program prior to the arrival of students. Bring a cellphone, laptop, etc. to use during your employment. Attend all sessions of the training/orientation program.
- Work with your instructor to set up the classroom and finalize course planning.
- Familiarize yourself with the textbook(s) and materials for your course. A copy of all relevant course materials will be available for you at the site.
- *(Science PAs only)* Familiarize yourself with the laboratory safety and waste disposal policies of CTY and the host institution. Discuss the specific safety instructions for your course with your instructor.
- *(Science PAs only)* Assist your instructor with a review of laboratory equipment and supplies on-hand for your course.

Opening Day through Closing Day:

- Assist with student check-in by performing assigned duties, which may include staffing check-in tables, escorting families, or leading campus tours. Assist your instructor in speaking with parents about the course or about special situations with students in your class.
- Assist with student drop-off in the morning and pick-up in the afternoon.
- Assist the instructor in the classroom according to the schedule set for your site. See *Program Assistant Handbook* for a sample. Assist in classroom management, tutoring students, providing clerical assistance, and in handling routine student behavioral problems. You may also teach the class on occasion, as requested by the instructor.
- Supervise the lunch, class breaks, and afternoon activity period. With other PAs, design and implement varied activities each day.
- Advise your instructor, site director, and/or the appropriate dean of any behavioral management, 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. See the *Program Assistant Handbook* for detailed instructions and a sample of the form.
- 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 with health office logistics such as escorting students to/from the office. Assist urgent medical situations. Ensure adherence to COVID protocols.

- Attend the daily PA meeting with the dean of students and any additional meetings called by the site administrators.
- Mark assignments, tests, and quizzes, and comment on student work as directed by your instructor.
- Assist with instructional or laboratory set-up, clean up, and end-of-session inventory.
- Take daily notes on students' in-class work, as well as classroom participation, as requested by your instructor to help provide information for students' final evaluations.
- Assist in the administration of any tests or questionnaires, approved by the On-Campus Summer Programs staff, given to students during the session(s). Assist in processing and returning all testing materials as directed.
- Support occasional observers of the class, laboratory sessions, or activity periods, which may include administrators, visitors to the program, or other CTY guests.
- Abide by the Research Policy printed in the *Program Assistant Handbook*. Support and participate in research activities as requested by CTY.
- Assist with student program evaluations as requested.
- Assist in preparing narrative student evaluations. You will be expected to help with the associated clerical tasks as well as to consult with the instructor in assessing students' academic performances.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- Be available on the final day of the session(s) to assist your instructor with closing day activities.
- Help with the site closing as requested. Tasks may include inventorying and packing afternoon activity supplies and classroom materials.
- Complete an evaluation of your instructor as well as an end-of-session site evaluation.
- Depart the site with the permission of the academic dean, dean of students, site director, and/or program manager.
- Provide the program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

Sample Daily Schedule

Here's what a day in the life of a Program Assistant (PA) looks like. Exact schedules will vary from site to site.

DAY SITES

Morning

- Arrive by 7:30 a.m. if working Before Care (Sign-up is optional; extra pay is provided from 7:30-8 a.m.)
- Meet with your instructor before class arrives and prepare for class
- Assist with students' drop off
- Assist in your classroom
- Attend the daily PA meeting
- Help students sign up for daily activities
- Supervise students during their 10-minute break

Afternoon

- Eat lunch
- Supervise recess
- Prep for the afternoon activity period
- Assist in your classroom
- Run afternoon activities
- Help with student dismissal
- Work After Care until 5:30 p.m. (Sign-up is optional; extra pay is provided from 4:30-5:30 p.m.)