

**2023 JOB RESPONSIBILITIES  
CENTER FOR TALENTED YOUTH  
TEACHING 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.

The primary responsibilities of teaching assistants (TAs) are tutoring students; assisting with class paperwork; setting up demonstrations; preparing for and cleaning up after laboratory sessions; teaching the class as requested by the instructor; supervising late-afternoon and evening class sessions; helping with administrative tasks such as grading 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 instructor 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 instructor 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:**

- Carefully read the *Teaching Assistant Handbook* and 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.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Be available for communication with your instructor about ideas for structuring the course and your role in the class.

- 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

#### **Before the Students Arrive:**

- Arrive at the site on the date indicated in your employment agreement in order to attend an orientation program prior to the arrival of students. Bring your cell phone, laptop, etc. to use during your employment. Attend all sessions of the orientation program.
- Familiarize yourself with the textbook(s) and materials for your course. These will be provided to you by the academic administration upon arrival at the site.
- Meet with your instructor to review the course syllabus and prepare for student arrival day.
- Establish a working relationship with your students' resident assistants (RAs).
- *(Science TAs 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 TAs only)* Assist your instructor with unpacking and reviewing the laboratory equipment and supplies on-hand for your course.
- *(TAs working with courses for grades 7+ only)* Familiarize yourself with CTY's Bring Your Own Device guidelines and support your instructor in planning how to best utilize technology in your course. Prepare to instruct students in appropriate technology and netiquette. Discuss the specific technology usage for your course with your instructor, and develop a plan for monitoring student use and ensuring appropriate behavior and safety with these devices.

#### **Opening Day through Closing Day:**

- 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 families about the course or about special situations with students in your class.
- 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.
- Assist the instructor in the classroom according to the daily schedule set for your site. Help maintain classroom order, tutor students, provide administrative assistance, and handle routine behavior management issues. You may also teach the class on occasion, as requested by the instructor.

- *(Science TAs only)* Assist your instructor in conducting labs by gathering necessary equipment and supplies, helping enforce safety procedures, and ensuring 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, to run lab sessions by yourself. The instructor must always be present.
- *(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.
- Assist your instructor in taking steps to educate students about and to minimize opportunities for cheating, plagiarism, and other forms of academic dishonesty.
- Mark and comment on student assignments, lab reports, tests, and quizzes as directed by your instructor.
- 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.
- 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.
- Consult regularly with RAs about the academic, social, and emotional welfare of your students.
- Advise your instructor, the site director, the appropriate dean, and/or the academic counselor of any behavioral, 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, struggle, or misconduct.
- 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 or filing paperwork, and also with urgent medical situations, which may require accompanying students to the ER or to off-campus clinics. Assist in adherence to COVID protocols.
- Attend weekly meetings of academic staff and any additional meetings called by the site administrators.
- Assist in the administration of pre- and post-assessments given to students during the session(s), and in processing and returning all testing materials as directed.
- Abide by the Research Policy printed in the *Teaching Assistant Handbook*. Support and participate in research activities as requested by CTY.

- 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.
- 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.
- 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.
- On the final day of the session(s), assist your instructor with parent/guardian conferences or any other tasks, such as assisting with shuttle service, as requested.
- Assist your instructor in preparing a final syllabus.
- Complete an online evaluation of your instructor.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

**After the Students Depart:**

- Assist with the site closing as requested.
- Inventory, pack, and/or store, or return to the CTY office in Baltimore, all classroom supplies and materials purchased by CTY. Submit the inventory in the manner directed by the academic dean.
- (*Science TAs only*) Identify all chemicals and specimens, including waste materials, and set them aside for your instructor to dispose of properly.
- (*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 in the manner directed by the academic dean. Return all science equipment borrowed from the host.
- Depart the site with the permission of the academic dean, site director, and/or program manager.
- 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.

## Sample Daily Schedule

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

### RESIDENTIAL SITES

#### Morning

- Get students from Resident Assistant (RA) staff at morning hand off
- Assist the instructor and students during the morning class/lab session
- Supervise 15-minute student break
- Take notes for narrative evaluations

#### Afternoon

- Lunch
- Assist the instructor and students during the afternoon class/lab session
- Hand students back to RAs at afternoon hand off
- Meet with your instructor 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)
- Complete any paperwork and grading

#### Weekends

- Teaching assistants are off between Friday afternoon and Sunday evening, except for the weekends students arrive.