Teaching Assistant Position Description

The TA positions are critical to the success of PAYS. TAs support students inside and outside of the classroom. In a typical day, TAs will spend their mornings with their high school students in a Math and Critical Inquiry course, their afternoons assisting students with homework and teaching their course and most evenings tutoring or engaging with students. TAs will coordinate daily study sessions and grade/evaluate all math and critical inquiry work assigned by faculty. TAs will also teach a self-designed elective course to approximately 8-16 PAYS scholars. Past courses have included lab sciences, music, history, economics, arts and intensive mathematics—among others. (Preference will be given to TAs who propose courses that include interactive exercises, labs, and other applied teaching methods.) TAs will chaperone Friday field trips, live in the residence halls with PAYS participants, and may also accompany students on visits to The Village.

Successful applicants will have a strong academic record and an open spirit that makes their contribution uniquely powerful. It is also preferable that TAs have an interest in and/or experience working with high school students. Tutoring or other educational experience is especially helpful.

TAs are role models and mentors to PAYS participants. For this reason, it is critical that TAs maintain professionalism and exhibit good judgment. **TAs must be sub-free throughout PAYS.** TAs will also be expected to assist in disciplinary and emergency situations or where conflict resolution is required.

During the 2016-17 academic year, TAs will remain in contact with their PAYS students. TAs can also elect to work for PAYS as a college advisor to seniors and/or by participating in college planning workshops during the fall and spring semesters. There might also be opportunities to tutor PAYS students. **Preference will be given to applicants who can offer this important continuity.**

Teaching Assistant Responsibilities

The responsibilities of a PAYS TA are both challenging and rewarding. As a teaching assistant, in addition to what is stated above, you will be expected to fulfill the following responsibilities:

- Grade/evaluate all math and critical work assigned by faculty.
- Attend and assist with two faculty-led courses.
- Lead a self-designed course twice a week. (Assistance will be provided.)
- Tutor students in specific academic areas.
- Serve as a mentor for a group of 6-8 students. (The TA will have the responsibility of knowing these students’ whereabouts.)
- Mentor, engage, and socialize with students (including evenings).
● Attend **weekly** staff meetings.

● Provide a mature influence in and outside of the residence hall setting.

● Serve as a guide on fieldtrips that occur once per week on Fridays.

● Ensure the health and safety of PAYS participants.

● Reside in the PAYS residence hall from **Sunday to Thursday night. All Participants and Staff will live in the WALKER RESIDENCE HALL.**

● Participate in a one week training and pre-program preparation from **June 10th - June 18th. Opening Day is Sunday, June 19th. The program ends on Friday, July 15th for the high school students and Saturday, July 16th after 5pm for YOU.**

● Write an end-of-program report and student evaluations for each mentee, to be turned in at the conclusion of the program.

● This is a time-consuming position that takes up days and nights (and sometimes weekends – for planning). The job requires sincere and sustained commitment, but it is also **FUN and rewarding!**