

## ASSISTANT INSTRUCTOR JOB DESCRIPTION

Summer Illinois Math (SIM) Camp is a week-long math day camp for local middle and high school students hosted by the University of Illinois at Urbana-Champaign Department of Mathematics. Campers will see the creative, discovery driven side of mathematics. By showing them some of the ways mathematicians approach problems, SIM Camp hopes to encourage them to continue studying math beyond the high school level.

For summer 2020, there will be two camps. SIM Camp Epsilon will take place June 8-12 and SIM Camp Delta will take place June 22-26. Staff orientation and training begins May 26.

### POSITION SUMMARY

Assistant instructors will work with instructors to develop lesson plans and lead classroom activities. In addition to classroom duties, assistant instructors are expected to spend the two weeks before camp learning the background mathematics and working with instructors to create a course plan.

Assistant instructors will work together to review lesson plans and learn the material before staff orientation and training begins May 26.

### QUALIFICATIONS

Applicants must be enthusiastic, personable, and dependable. Experience teaching or tutoring is helpful, as is experience with similar academic enrichment programs, either as staff or as a participant. Applicants must possess a genuine interest in encouraging students to study math beyond the high school level, exhibit maturity and a positive attitude, and be willing to serve as a role model for students.

Preference will be given to applicants who have participated in a University of Illinois Merit math class.

### General Duties:

- Abide by policies and procedures set forth by SIM Camp and the University of Illinois
- Support administrative decisions
- Demonstrate exemplary behavior as it relates to being a representative of the University of Illinois, the Department of Mathematics, and SIM Camp
- Attend all designated orientation sessions and scheduled meetings before and during the camp
- Maintain professional relationships with all students and staff members
- Enforce all student rules fairly and consistently
- Understand that this position requires a full time commitment. Other jobs or classes during the time of employment are not permitted

### Specific Duties:

*Before Camp.*

- Complete any required pre-summer training, including any online training courses
- Work with instructor(s) to learn necessary mathematical
- Be available for communication with your instructor(s) about ideas for structuring the course and your role in the class
- Complete pre-camp assistant instructor survey

*During Camp.*

- Serve as a positive role model for students
- Supervise students during morning or afternoon breaks and during walks to and from classes
- Supervise students during lunch
- Assist instructor with management and discipline in the classroom
- Document noticeable changes in behavior, concerns about students, and issues with discipline
- Attend the entire class period each day. Monitor the class as a whole, and work with individual students as necessary
- Be sure that your 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 during lunch or any time you are not officially on duty
- Supervise students at meals as requested
- Assist with student drop off and pick up each day
- Assist in the administration of pre- and post-assessments given to students during the camp
- Regularly consult with your teaching team and monitoring student progress to ensure that the amount and type of assignments for your students are appropriately challenging. If a student takes significantly more or less time to complete his or her work than you had planned, that student's assignments must be adjusted accordingly
- Advise instructor, program coordinator and/or Grace Jaffe of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem

**After Camp:**

- Assist with compiling student and assistant instructor survey results
- Complete post-camp survey
- Provide contact information to Grace Jaffe for where you can be reached in the next year