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 2021, there will be two camps: SIM Camp Epsilon for rising 8th-10th graders, and SIM Camp Delta for rising 10th-12th graders. Both will take place entirely online. The schedule will be as follows:

- May 24th-May 28th: pedagogy week/staff training
- May 31st-June 4th: prep week for Camp Epsilon
- June 7th-June 11th: run Camp Epsilon
- June 14th-June 18th: prep week for Camp Delta
- June 21st-June 25th: run Camp Delta

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 approximately three weeks before camp learning the background mathematics and working with instructors to create course plans.

This is an hourly position at $12 per hour for up to 175 hours total which may be billed between May 17th and July 31st. The number of hours spent working each week is likely to vary between preparation weeks, actual camp weeks, and post-camp documentation weeks. All work will be done remotely. There is no need to be on campus during any part of camp, but a reliable internet connection throughout is required.

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. All staff members are expected to be on Zoom or available to be on Zoom from 9:00am to 5:00pm Central, Monday
through Friday, during camp weeks. Other jobs or classes that may interfere with this schedule 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 content
- Be available for communication with your instructor(s) about ideas for structuring the course and your role in the class

During Camp.

- Serve as a positive role model for students
- 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
- 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 director 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
- Provide contact information to director for where you can be reached in the next year