

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 2022, there will be two camps, and dates will be finalized soon. SIM Camp Epsilon is for rising 8th-10th grade students, and SIM Camp Delta is for rising 10th-12th grade students. Staff orientation, training, and preparation for camp will take place over three weeks. Camp is tentatively planned to be in-person, but that is subject to change based on camper and staff safety.

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 training and preparation 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 camp begins.

This is an hourly position at \$12 per hour for up to 175 hours total. The number of hours spent working each week is likely to vary between preparation and training weeks, camp weeks, and post-camp documentation weeks.

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 equitably
- Understand that this position requires a full time commitment. Other jobs, classes, or commitments that interfere with scheduled camp duties 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 background
- 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
- Attend the entire class period each day. Monitor the class as a whole, and work with individual students as necessary
- Assist instructor with classroom management
- Document noticeable changes in behavior, concerns about students, and issues with discipline, and advise the instructor, program coordinator, or director of any concerns as soon as you are aware of the problem
- 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, morning or afternoon breaks, and during walks to and from classes as requested
- Assist with student drop off and pick up each day
- Regularly consult with your teaching team and monitor student progress to ensure that the amount and type of assignments for your students are appropriately challenging

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