



ACT SUMMER PROGRAM TEACHERS' ASSISTANT SUMMER 2018

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access program working with 140+ students from underserved neighborhood in urban New Jersey in our College Bound Program (grades 9-12), over 100 alumni and over 200 parents. We help students to perform at high academic levels by building skills through law-related, mathematic, and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved academic and professional success. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The Summer ACT Prep Program covers the content tested in the English, Reading, Writing, Math and Science sections of the ACT. The ACT teaching assistant will work closely with the lead instructor to ensure that the students are focused on successfully meeting benchmarks and academic goals. The teaching assistant will also offer individual and small group tutoring. The program runs for six weeks (1 week of training, 5 weeks of program) and requires a commitment of 35 hours per week from June 25th to August 3rd. Training will begin the last week of June.

PRIMARY RESPONSIBILITIES

Administrative Responsibilities:

- Assist teachers with their administrative responsibilities, which include:
 - Copying
 - Grading and Tracking homework and test performance
 - Compiling weekly dashboards reporting out on class and student trends
 - Preparing classroom activities to keep students engaged and focused
- Participate and support the instruction that is designed and delivered by the lead instructor
- Assist in developing students' study and time management skills and assist in the development of test taking strategies.
- Help students to build confidence in subject areas and help develop student problem solving and critical thinking abilities.

Student Management:

- Monitor students during instructional periods, insuring that students are adhering to NJ LEEP standards of conduct
- Monitor students during field trips to law firms/corporations

Tutoring:

- Assist students in understanding and preparing homework assignments
- Assist students in preparing for weekly full length ACT exams

- Provide support to students with mathematics, reading and writing on an individual, class or small group basis

QUALIFICATIONS

- Strong background in ACT- & SAT-level math, reading comprehension, and/or grammar and writing skills
- Prior teaching/tutoring experience is preferred
- Positive, strengths-based communication style
- Must be available on all of the NJ LEEP summer program days without any prior scheduled commitments during the hours of program operation

Compensation: NJ LEEP offers a competitive salary for employees.

Application Instructions:

Interested applicants should submit a resume and cover letter to Sergio Seijas at sseijas@njleep.org with the subject line “ACT Teachers’ Assistant.” Applications received by **April 15th** will receive priority consideration.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.