



## **COLLEGE WRITING 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](http://www.njleep.org).

### **POSITION OVERVIEW**

The Summer College Writing Program provides students the skills necessary to be successful academic writers. The program runs for six weeks and requires a commitment of 35 hours per week for 6 weeks from June 25<sup>th</sup> to August 3<sup>rd</sup>. The 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 help coach students through their essay writing process with the aim of developing students as writers. Training will begin the last week of June.

### **PRIMARY RESPONSIBILITIES**

#### **Administrative Responsibilities:**

- Assist teachers with their administrative responsibilities, which include:
- Grading and Tracking homework and essay/writing assignment completion
- 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
- Help students to build confidence and develop analytical and critical thinking abilities
- Conduct review and discussion sessions as requested by lead instructor
- Participate in continual revision, peer review, and collaboration, so that students deepen their understanding of the writing process and increase their confidence as writers
- Provide individualized feedback on students' writing

#### **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 essay assignments/writing prompts
- Offer individual and small group writing tutoring

**QUALIFICATIONS:**

- Strong background in English, reading comprehension, 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 Marissa Geraghty at [mgeraghty@njleep.org](mailto:mgeraghty@njleep.org) with the subject line “College Writing Teachers’ Assistant.” Applications received by **April 15<sup>th</sup>** 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.*