Youth Programs Teaching Assistant Job Description

Requirements:

- Have completed at least one year of college or have equivalent experience.
- Read and agree to the “Expectations for Teaching Staff”.

As a Teaching Assistant You Must:

- Welcome diversity and enjoy working with pre-college students from many different cultural, ethnic, and economic backgrounds.
- Be prepared to work as part of a team, and be willing to communicate problems to the instructor, head counselors, assistant director, or others associated with the program (there are many options available to assist you with any problems you may encounter).
- Read, review, and follow guidelines outlined in the Instructor Handbook.
- Always support the rules of the program (the number one priority is to ensure the safety of our students). Keep in mind that you are a teaching assistant first, and a friend second to our participants.
- Understand that you are a role-model to the students attending our program and therefore must follow all student rules.
- Assist the instructor as needed for preparation and instruction. Be support to the Instructor for discipline and for safety issues.
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public—be professional at all times!

Desired Qualifications:

- Possess a valid United States driver’s license with less than 6 points (MI or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van On-line test. You will not be permitted to drive Michigan Tech vans if you have not completed this test. Please call our office before and after you complete the test to obtain the required account information.

Please review our explorations and provide us with a list of subject areas that you can teach, attached to your application.