



JUNIOR EXPERIENCE SUMMER PROGRAM TEACHING ASSISTANT SUMMER 2024

ORGANIZATION OVERVIEW

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The Summer Junior Experience Program for rising 11th grade students covers the content tested in the English, Reading, Writing, Math and Science sections of the ACT or SAT. There are two separate ACT teaching assistant positions – one for English/Reading/Writing and one for Math/Science. Each Junior Experience teaching assistant will work closely with their respective lead instructor to ensure that the students are focused on successfully meeting benchmarks and academic goals. The primary responsibilities for this role are: grading, proctoring, data processing, and student supervision. The teaching assistant will also offer individual and small group tutoring and review sessions when needed.

The program runs for six weeks and requires a commitment of 40 hours per week from June 24th to August 2nd (1 week of training and 5 weeks of programming).

PRIMARY RESPONSIBILITIES

- Provide instructional support to the program instructor, including preparing classroom activities to keep students engaged and focused and participating in and supporting the instruction that is designed and delivered by the lead instructor
- Assist teachers with their administrative responsibilities, which include grading and tracking homework and test performance and compiling weekly dashboards on class and student trends
- Provide tutoring and direct instruction to students to assist in developing students' study and time management skills and test-taking strategies and help students to build confidence and develop analytical and critical thinking abilities

- Assist students in understanding and preparing homework assignments and preparing for full-length practice ACT or SAT exams.
- Supervise students during instructional periods and transitions, ensuring that students are adhering to NJ LEEP standards of conduct & student safety policies
- Support & supervise non-academic programming as needed

QUALIFICATIONS

Minimum Qualifications:

- Strong background in Math/Science (for Math/Science TA) and/or English, reading comprehension, grammar and writing skills (for English/Reading/Writing TA)
- 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

Preferred Qualifications:

- Prior teaching/tutoring experience is preferred

Compensation: NJ LEEP interns will be paid \$16/hour (\$640/week), paid biweekly.

Application Instructions:

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. If you have a preference for Math/Science or English/Reading/Writing, please specify in your application. Applications received by **March 18th** 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. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.