



JOB DESCRIPTION

National History Academy

POSITION: Teaching Assistant POSITION STATUS: Full Time/Seasonal
DEPARTMENT: Education CLASSIFICATION: Exempt
REPORTS TO: In Order: Academy Director, COO, President & CEO

POSITION SUMMARY:

The National History Academy is recruiting college students who are passionate about American history to serve as Teaching Assistants to help implement a unique virtual curriculum based on Harvard Business School Professor David Moss' case method of teaching history, supplemented with virtual visits to key historic sites. This opportunity will provide Teaching Assistants with training and two- or four-week of experience.

The Virtual Academy will offer an inspiring and engaging learning environment. Each week, students will visit two historic sites online and engage directly with on-location experts and participate in a live Q&A session. During classroom sessions, students will work in small groups to read the HBS case before a culminating case discussion each Friday. Special guest speakers will make appearances, allowing students to connect more meaningfully with renowned historians and modern historical figures.

Teaching Assistants must commit to training (which will happen during the week of June 29 to July 3, 2020) and **one** of the following:

- July 6 to July 17 (Sessions 1 & 2)
- July 20 to July 31 (Sessions 3 & 4)
- July 6 to July 31 (Sessions 1-4)

RESPONSIBILITIES

- Assist in teaching students about our nation's identity, including the founding of American democracy and their rights and responsibilities as citizens
- Empower students to become critical thinkers and to develop a line of inquiry when approaching history
- Help students gain a deep conceptual understanding of the important events, inventions, and time periods that have helped shape America
- Be a reflective listener and unbiased assessor of class discussions and final student projects
- Continually assess students' understanding of concepts and provide mentorship as needed
- Model initiative, resiliency, and patience for students, while maximizing student experience
- Conduct all activities in a professional manner
- Be a role model for students in attitude and behavior. Follow and uphold all policies and procedures
- Support the values and mission of the National History Academy
- Perform other duties as assigned.

REQUIREMENTS.

- Must be passionate about American history, civics and law
- Experience as a Camp Counselor or Teaching Assistant is preferred
- Demonstrated excellent oral and written communication, interpersonal and leadership skills. You must be able to speak clearly to students, teachers and administration officials.
- Excellent organization and time management skills
- Problem solving skills and the ability to lead and instruct
- Instruction skills and the ability to explain new ideas and unfamiliar concepts with authority
- Help engage students in each virtual lesson and serve as an unbiased listener for classroom discussion. Connect directly with each student to create a high-quality learning environment
- Technical Requirements:
 - Must have regular access to a reliable computer
 - An internet connection. High speed broadband access is highly recommended
 - An email account
 - Webcam
 - Microphone
 - Speakers or headphones to hear audio from a computer
- A reasonable level of computer literacy, including proficiency with the following (at a minimum):
 - Using a keyboard and mouse
 - Sending and receiving email
 - Using common software applications including, but not limited to those found in Microsoft Office (Word, PowerPoint, Excel) or similar office suites such as Google Apps
 - Recording video presentations with your computer camera and microphone and uploading to video hosting services such as YouTube
 - Using a text editor (changing fonts, inserting links, using spell check, etc.)
 - Saving and retrieving files in different formats (.docx, .pdf, .pptx, etc.)
 - Installing and updating software
 - Selecting, copying, and pasting text
 - Accessing the Internet using a web browser such as Chrome or Firefox
 - Resetting basic browser settings (clearing cache/history, cookies, etc)
 - Performing basic Internet searches with appropriate search terms
 - Locating and copying web addresses/URLs
 - Browsing for files to attach and upload; extracting zip files
 - Using a webcam, microphone and speakers to participate in virtual meetings/classrooms.
- Must pass a background check

EVALUATION:

Evaluation will be on an ongoing basis in staff meetings and in private conversations. A formal written evaluation will be completed at the end of the summer session. Performance will be based on degree and quality of completing the job description.

CONDUCT:

It is understood that every employee will make a good faith effort to conduct themselves in a friendly, helpful and professional manner at all times.