



# JOB DESCRIPTION

National History Academy

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POSITION: Teaching Assistant

POSITION STATUS: Seasonal

DEPARTMENT: Education

CLASSIFICATION: Exempt

REPORTS TO: In Order: Academy Director, COO, President & CEO

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## **POSITION SUMMARY:**

National History Academy is a 4-week residential summer experience for 90 highly motivated high school students. Teaching Assistants will arrive earlier, on June 28<sup>th</sup>, to begin preparations and training.

The National History Academy is recruiting college students who are passionate about American history to serve as Teaching Assistants to assist in the implementation of a unique curriculum based on the Case Method Institute's case method of teaching history. This fellowship will provide Teaching Assistants with room & board, a stipend, transportation to and admission at all historic sites visited, and a truly once-in-a-lifetime opportunity to experience American history in the places it actually happened.

The Academy will offer an inspiring and engaging learning environment. Each week, the students will take 3-4 trips to historic sites. On classroom days, teachers, with the assistance of Teaching Assistants, will guide students as they read primary source documents and engage in rich debate and discussion about significant periods in American history. The Academy will employ a hybrid of formal and informal learning methods through discussion, reading texts, watching films and documentaries, and lectures by noted scholars and historians. All of this will be further explored through collaborative learning experiences during the immersive on-site visits.

## **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
- Serve as a caregiver for each student. Report any issues or concerns to Master Teachers immediately. Maintain high levels of health and safety for all students
- Be a role model for students in attitude and behavior. Follow and uphold all safety and security rules, and 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 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
- Create healthy relationships with students and faculty to create a high-quality learning environment
- Enforce safety regulations and emergency procedures
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist students in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Must be first-aid/CPR certified
- 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.