

Vekter Management, LLC 505 Pryor Road Atlanta, GA 30312

Job Description for Teaching Intern Go to vekter.net to apply online (careers@vekter.net) Questions? email <u>information@vekter.net</u>

## **Position Description:**

The position of Teaching Intern (TI) is a unique opportunity for college students and adults interested in education or a career change to teaching. Over the course of Vekter's five-week summer program, TIs work directly work with high school students. TIs will assist Lead instructor in teaching core aviation and STEM classes, are responsible for leading and assisting in afternoon activities, monitor lunch periods, and write student evaluations at the end of the summer. TIs help to ensure that Vekter's Core values of Civics, Opportunity, Respect and High Expectations are brought to life for our students, their families and all community partners. This is a six-week position; one week of training and five weeks with the high school students.

## **Duties and Responsibilities**

- TIs may work closely with assigned instructor in the daily planning and implementing of lesson plans in morning academic core classes. This may involve assisting small groups of students, correcting homework, occasionally leading lessons, preparing materials, and other teaching related duties.
- TIs co-lead advising groups, working to create a positive environment for sharing issues during the five-week program. TIs are required to complete a number of end-of-summer student evaluations pertaining to students they have come in contact with over the summer.
- TIs assist and lead in afternoon flight activities. This includes planning, leading and securing materials needed to conduct these activities.

## Qualifications

• Responsible, diligent and conscientious, good communication skills, a commitment to professional growth interest in STEM, teaching and education fields.

## **Compensation, Dates and Hours**

- TIs receive a stipend for the summer.
- TIs are expected to work during the program hours of 8am to 2 pm.

Please go to Vekter.net for the summer dates.