

THIS TEACHER REFERRAL MUST BE COMPLETED High School students only



2016 MyTime PROGRAM

Teachers: Please complete this referral for in order for the High School student to work in the Elementary MyTime summer program. They will be responsible for acting as role models and leaders to elementary students in District 129, 131, 204 or 308 along with providing enrichment activities assistance.

Student Name: _____ I.D. # _____ Grade _____

How long have you known this student? _____ In what capacity? _____

What strengths does this student possess that you feel make her/him a good applicant to work in the MyTime Program?

	1 = Unsatisfactory: Fails to meet minimum expectations; needs immediate and effective attention.	2 = Needs Development: Meets minimum expectations, but needs improvement in key areas of accountability.	3 = Meets Expectations: Adequate performance. Consistently displays competent and effective performance that meets the basic expectations of the position.	4 = Above Expectations: Consistently performs at a level that meets and often exceeds expectations of the position.	5 = Outstanding: Performs at a level of exceptional accomplishment. Consistently makes significant contributions, going above and beyond position expectations.
Work Quality: Organizes work assigned without excessive instruction of close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality: Arrives on time;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Willing to ask questions; demonstrates leadership skills; accepts additional responsibility on own or when asked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability: Consistently exercises good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments?

Teacher Name

Academic subject

Teacher Signature

Date

(College and High School) Job Description 2016

To be eligible for youth employment this year:

1. You must be a student enrolled in an Aurora High School or as an undergraduate in college during the 2015-2016 academic school year.
2. Your home address must be in the city of Aurora or attend an Aurora high school or living on campus during the summer at Aurora University.
3. You must be a minimum of 16 years old and able to show proof of your age, and,
4. You must be legally qualified to work in the United States (U.S. citizen; lawful permanent resident alien, alien authorized to work), and provide qualifying documentation (Social Security Card, Permanent Resident or Alien Registration)
5. High School students must complete the application and have the "Teacher Referral" form completed by an academic teacher.

Qualifications:

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the summer camp program and philosophy.

- Desire and ability to work with children of elementary school age to enhance the healthy emotional, social, intellectual, and physical development of children enrolled in the summer camp program.
- Ability to collaborate with peers.
- Ability to accept supervision and guidance from supervisor.
- Desire to teach or assist in teaching activities to students.
- Good character, integrity, flexibility, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

Responsible to:

Communities In Schools, Director of Programs
Site Coordinator and adults in program.

Professional Responsibilities of Student Leaders:

- To respect the rights and responsibilities of every student, parent, school personnel and fellow staff members.
- To participate fully in terms of time and effort in the summer camp decisions and activities that reflect on the welfare of students.
- Maintain effective communication with Site Coordinator, adult leaders, college and high school leaders and Communities In Schools, Director of Programs.
- Youth leaders shall not take or use any property belonging to the School District.

Principal Duties and Responsibilities will include, but will not be limited to the following:

- Assist the Site-Coordinator and adults as directed.
- Assist elementary students with activities.
- Read with students and support other reading readiness activities.
- Supervise activities as required by the Site-Coordinator by:
 - Participating in games with children
 - Enforcing safety rules
 - Intervening when children are likely to injure themselves or others
 - Remaining with children at all times
 - Assist children to problem-solving
 - Take the initiative during activities and when dealing with behavioral issues
- Assist in preparation and maintenance of program materials as requested by the Site-Coordinator.
- Communicate with the Site-Coordinator regarding difficult individual child behavior.
- Work on all of the days that are required of you.
- Complete accurate time sheet **daily** at the school site that you are assigned and leave it on site with the Site-Coordinator. Make sure your timesheets are accurate and signed.
- Know and follow licensing and school procedures to safeguard the health and safety of children regarding the use of supplies and equipment.
- Attend staff meeting as requested by Communities In Schools and or Site-Coordinator.
- Other tasks as requested.

