

2024 Camp Baker Teaching Assistant Position Description

Summary

Camp Baker at The Baker Center for Children and Families (formerly known as Judge Baker Children's Center) is a program premised on the Summer Treatment Program (STP), a Model Program for Service Delivery for Child and Family Mental Health created by the Section on Clinical Child Psychology and Division of Child, Youth, and Family Services of the American Psychological Association. The STP has been applied to clinical trials and was named a program of the year by CHADD, the national parent advocacy group for children with Attention-Deficit/Hyperactivity Disorder (ADHD). The STP has also been listed in SAMHSA's National Registry of Evidence-based Programs and Practices. The STP at Camp Baker provides services to children with ADHD, learning problems, and related mood, emotional, and behavior challenges. The program tailors treatment to a child's individual behavioral, social emotional, and learning shortcomings. Teaching Assistants work in groups with children ages 6-12.

The dates of employment for the Teaching Assistant position are **Monday, July 1, 2024 through Friday, August 16, 2024 (counselors will get Thursday, July 4th off)**. Teaching Assistants' hours of employment will be from 7:30am to 4:30pm, Monday through Friday. In addition, Teaching Assistant will continue to work until 6:00pm one evening each week while parents participate in parent training groups. Teaching Assistants are paid \$3,000. In addition, current students may be able to arrange for academic course credit or teaching hours through their university departments.

Essential Duties and Responsibilities

- Read the program manual and become familiar with the behavior modification program, rules and procedures for daily classroom activities.
- Participate in week-long didactic training on behavior modification principles and how to use behavior modification strategies in the classroom.
- Participate in weekly group supervisions.
- Implement an extensive behavior modification treatment program during classroom activities. The program includes feedback and associated consequences for work productivity and classroom behavior, daily and weekly rewards for appropriate behavior, social praise and attention, appropriate commands, and age-appropriate removal from positive reinforcement.
- Responsible for preparing assignments and classroom materials, for assisting the teacher with classroom management, for grading children's assignments and providing performance feedback to children during the academic period, for providing small-group instruction, and for performing other classroom duties as required.
- Help plan daily art projects and computer-based learning activities for the children in the program.
- Assist with project preparation, room set up, provide individual assistance to children, evaluate classroom rules, and provide feedback to children when they violate classroom rules.
- Conduct small-group instruction and demonstration of appropriate techniques during academic periods when applicable.
- Responsible for recording, tracking, and entering daily records of children's behavior and performance.
- Record, document, and enter critical incident reports. Follow up with medical/emergency staff as needed.
- Abide by policies and procedures regarding physical management of, and injuries to, campers.



- Due to the nature of the program, Teaching Assistants will be unable to adequately socially distance themselves from campers and will come into close contact with them and other Camp Baker staff. Therefore, based on the current state of the COVID-19 pandemic, a fully effective vaccination with the Pfizer, Moderna, or Johnson & Johnson vaccine is a pre-condition to employment. Camp Baker will provide Teaching Assistants with a letter verifying employment and this pre-employment vaccine requirement.
- Provide support to campers while in transit to and from Camp Baker.
- Help teacher prepare and summarize academic information to be included in children’s final treatment report.
- Assist with data entry and report writing as needed
- Work under the supervision of doctoral level clinicians and experienced Camp Baker staff members and receive regular feedback about your performance.
- Complete mid-summer and end-of-summer self-assessment on performance within Camp Baker.

Qualifications and skills

- Undergraduate-level study in Education, Special Education, Psychology, Behavior Analysis, Social Work, or related field.
- Experience working with children or adolescents in settings such as summer camps, or after-school, sports, daycare, or educational programs.
- Experience with activities such as organized sports, art, music, dance, theater, graphic design, photography, and videography.
- Experience teaching, refereeing, or coaching children is preferred.
- **Fully effective vaccination by the Pfizer, Moderna, or Johnson & Johnson vaccine (please see above).**

Physical Requirements

- Must be able to use physical management procedures to help maintain the safety of children ages 6-12. **Due to this aspect of the position, Teaching Assistants will come into close contact with campers and other staff and will be unable to socially distance.**
- Ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion.
- Exertion up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and/or negligible amount of force constantly.
- Close visual acuity.

Salary and Hours

- \$3,000 stipend; hours of employment: 7:30am to 4:30pm, Monday through Friday and work until 6:00pm one evening each week while caregivers participate in weekly parent training groups.

THE PRECEDING STATEMENT IS NOT A COMPLETE DESCRIPTION OF THE REQUIREMENTS OF THE POSITION OF TEACHING ASSISTANT. OTHER DUTIES AND RESPONSIBILITIES MAY BE REQUIRED.