



HORIZONS[®]

Building Brighter Futures Since 1964

Hosted at New Canaan Country School

TEACHING ASSISTANT IN TRAINING APPLICATION SUMMER 2021

Please return this form to:

**Mail: Horizons at New Canaan Country School
Attn: Nehemie Moise
635 Frogtown Road
New Canaan, CT 06840**

E-mail: nmoise@horizonskids.org

TEL (203) 972-7005 | FAX (203) 972-2732

Hello!

We are delighted that you are interested in joining the Horizons summer staff in 2021 as a Teaching Assistant in Training (TAIT). This role carries significant responsibility and requires a genuine interest in helping children achieve their fullest potential. TAITs work closely with children, in the classroom and as a part of other enrichment experiences, serving as positive role models and caring members of our Horizons community. The majority of our staff returns each summer which means there are limited opportunities to hire new instructors. Once we've confirmed returning staff, we will offer internships in March.

You'll need to complete sections 1 through 3 and obtain a recommendation from someone outside of your family (teacher, former employer, Horizons staff person, etc.). You may use this as a checklist to keep track of the parts of your file that have been completed.

1. GENERAL INFORMATION
2. OPEN QUESTIONS
3. PARENT/GUARDIAN CONSENT (If you're under the age of 18)
4. RECOMMENDATION FORM
5. MOST RECENT SCHOOL REPORT CARD (if applicable)

What is the Horizons Summer Program?

Horizons Summer Program, based at New Canaan Country School, serves close to 300 children in grades K-8 living primarily in Stamford and Norwalk. This six-week Summer Program provides academic classes in reading, writing and math, as well as a wide range of creative and fun enrichment activities like swimming, art, music and field trips. Each class has twelve students, one Lead Teacher and one Teaching Assistant.

When will the Horizons Summer Program start and end?

We are planning to hold an in-person ½-day orientation for new staff on Tuesday, June 22nd, an in-person full day orientation on Wednesday, June 23rd for all staff, and two in-person professional development days on Thursday, June 24th and Friday, June 25th. The Summer Program will begin on Monday, June 28th and end on Friday, July 30th.

Can I still work with Horizons if I can't work full time or the full six weeks?

Yes! TAITs have the ability to work on a flexible schedule.

What is the role of the Teaching Assistant in Training?

Teaching Assistant in Training (TAIT) may be assigned a variety of tasks, given detailed instructions to be performed under direct or indirect supervision. The TAIT will support the Lead Teacher, and work in partnership with the other classroom TA. TAITs will aid in providing educational enrichment activities to a group of students. TAITs shepherd students to special programs and classes, assist with snack and lunch set up and supervise on field trips, etc. TAITs are **active** participants in the afternoon swim program, helping students, in the pool, with instructional and recreational activities. The TAIT is expected to be able to work independently and to arrive on time.

When will I know if I have been accepted?

Announcements will be made in March. We have to find out who is returning before we know what positions are available.

Do I qualify for the TAIT position if I am not yet sixteen years old?

In order to get a position at Horizons, you need to be at least sixteen.

Please call Nehemie Moise at 203-972-7005 if you have further questions.

Teaching Assistant in Training Application Summer Program

Full Name						
Mailing Address						
Cellphone			Email Address			
Gender		Date of Birth		Horizons Graduate?	Yes	No
Current School					Grade	
Ethnicity/Race?	Hispanic/Latino	White	Asian/Pacific Islander	American Indian/ Alaska Native	Black/ African American	

Please answer the questions below.

1. How did you hear about Horizons?

2. Are you interested in joining Horizons in-person or virtually?

3. List Extra-Curricular Activities in which you are currently involved:

4. Summarize your volunteer and work experience (attach resume if desired):

OPEN QUESTIONS

On a separate sheet of paper, please answer the following questions:

1. What do you hope to gain from working at Horizons this summer?
2. What special skills or interests do you have that you may be able to share with the children?
3. How would you describe your personality? (i.e.; outgoing, shy, creative, kind, confident, thoughtful, active, etc.)
4. If you are currently a student, please describe how you are doing academically? What are your greatest challenges and successes in school?
5. Horizons works with children in grades K-8. Please explain which age group you would prefer and why.
6. We have TAIT positions available in Kindergarten, 1st Grade, 2nd Grade, Literacy, Music, and as a Horizons office assistant. Please list which roles you would be interested in and why.
7. If you are a Horizons high school student or graduate, please tell us why you would like to return to Horizons as a teacher.

PARENT OR GUARDIAN SECTION:

Dear Parent/Guardian,

Your student has expressed an interest in interning with Horizons at New Canaan Country School this summer. Please review the information in this application with your student and complete this form giving your consent for him or her to apply.

Why would you like to see your student involved in the Horizons program?

Parent/Guardian Statement of Agreement

I/we understand that working at Horizons is a significant commitment. Each Teaching Assistant in Training will be required to be **punctual and present** throughout the entire summer.

I/we give permission for _____ to apply, and I/we will help ensure that my student is an active and committed Teaching Assistant in Training.

Parent/Guardian Signature

Date

HORIZONS AT NEW CANAAN COUNTRY SCHOOL
635 Frogtown Road
New Canaan, CT 06840

RECOMMENDATION FORM

Each summer, through a six-week long program housed at New Canaan Country School, Horizons provides educational and enrichment activities to almost 300 children in grades K-8 from primarily Stamford and Norwalk public schools. The student below is applying for an internship as a Teaching Assistant in Training. This role carries significant responsibility and requires a genuine interest in helping children achieve their fullest potential. TAITs work closely with children, in the classroom and as a part of other enrichment experiences, serving as positive role models and caring members of our Horizons community. Please share your thoughts with us about this candidate's qualifications for this position. Please return this form to the student applicant in a sealed envelope as soon as possible. If you have any questions, please feel free to call Nehemie Moise at (203) 972-7005.

Thank you for your help with this process!

Student's Name _____ School _____

Reference Name _____

Position/Title _____

Phone _____ Email _____

Please use a separate piece of paper or the back of this form to complete your answers:

How do you know the applicant?

Please explain why you feel this applicant is a good candidate for a Teaching Assistant position at Horizons.

I recommend this student to work at the Horizons program:

_____ I do not recommend _____ With reservations* _____ With confidence _____ With enthusiasm

***Please list reservations**

Reference Signature _____

Date _____