



# HORIZONS<sup>®</sup>

Building Brighter Futures Since 1964

Hosted at New Canaan Country School

## **TEACHING ASSISTANT 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](mailto: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 (TA). This role carries significant responsibility and requires a genuine interest in helping children achieve their fullest potential. TAs 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 have confirmed returning staff, we will offer jobs to new hires.

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-9 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 22<sup>nd</sup>, an in-person full day orientation on Wednesday, June 23<sup>rd</sup> for all staff, and two in-person professional development days on Thursday, June 24<sup>th</sup> and Friday, June 25<sup>th</sup>. The Summer Program will begin on Monday, June 28<sup>th</sup> and end on Friday, July 30<sup>th</sup>.

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

Teaching Assistants *must* commit to the full six weeks of our program which runs daily from 8:00 a.m. to 3:00 p.m. Because we only have 27 days with our children, we need the staff to be a consistent presence in the full program.

**What is the role of the Teaching Assistant?**

Teaching Assistants support the Lead Teacher in providing educational enrichment activities to a group of twelve children. TAs shepherd students to special programs and classes, assist with snack and lunch set up and supervise field trips, etc. TAs are *active participants* in the afternoon swim program, helping students, in the pool, with instructional and recreational activities.

**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 TA position if I am not yet sixteen years old?**

In order to get a full-time, paid 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 Job Application Summer Program

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

**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. If you are a Horizons high school student or graduate, please tell us why you would like to return to Horizons as a teaching assistant.

**PARENT OR GUARDIAN SECTION:**  
If under the age of 18

Dear Parent/Guardian,

Your student has expressed an interest in working 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 will be required to be punctual and present **each** day of the six-week long summer program.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date