



## Summer Opportunities For “Future Teachers”

*Teach, Mentor, Inspire*



**Wanted:** Energetic college and graduate students who aspire to be future teachers. Students should apply if they have worked successfully with young people, have proficiency in math and Algebra, exhibit leadership skills and excellent interpersonal skills, and have a desire to make a positive impact in disadvantaged young people’s lives.

**What:** Teaching Assistants for the ALearn Math Acceleration Program and the Silicon Valley Education Foundation Stepping Up to Algebra middle school summer math programs in Santa Clara County public schools that serve primarily low income, minority students. *ALearn Program Teaching Assistants* work side-by-side experienced, credentialed teachers to provide math instruction and tutoring to middle school students who are behind grade level. They participate in college field trips, college information nights and inspire young teens to become good students and work hard to get to college.

**When:** Mid-June – Early August, 2010

Internship is six weeks long, and is paid. The **Teaching Assistant** will prepare for the program by attending three pre meetings and up to four days of training before the program. The math program is a 4-week program, Monday-Friday (5 hours per day) between the end of June and early August. During the two weeks following the math programs, the **Teaching Assistants** will help to assess the program and student progress.

**Compensation:** \$1800 Stipend for the Summer 2010 position

**Where:** School Sites located in Santa Clara County

The *ALearn Teaching Assistant* must be able to provide own transportation.

### How to Apply:

- February-March: Applications accepted – email to [info@ALearn.org](mailto:info@ALearn.org)
- March: Interviews with prospective candidates
- By May 1<sup>st</sup>: Notification goes out to students to be accepted for the MAP Summer program



### What is Needed to Apply:

- Complete Application available from [ALearn.org/summerjobs](http://ALearn.org/summerjobs)
- Cover letter describing interest and fit for this position
- Resume including key college course work and work history information
- Two letters of reference – typically a college professor and/or program leader

Email your application to ALearn: [info@ALearn.org](mailto:info@ALearn.org)

Look for updates on the Summer Program at [ALearn.org/summerjobs](http://ALearn.org/summerjobs).



## Job Description and Requirements for Summer Math Teaching Assistant

**Job Title:** Teaching Assistant for Middle School Summer Math Programs

**Compensation:** \$1800

### Purpose

ALearn seeks energetic college students who aspire to be a future teacher to help with the ALEARN Math Acceleration Program (MAP) and the Silicon Valley Education Foundation Stepping Up to Algebra (SUTA) summer math programs for middle school students that are below grade level. This position allows candidates to further develop leadership, teaching, mentoring and interpersonal skills, while helping under-represented middle school students gain the skills needed to be successful in algebra and high school.

### Summer Programs Description

The MAP and SUTA programs are 4-week math acceleration programs for under-performing middle school students. The MAP program prepares incoming 7<sup>th</sup> graders for Pre-Algebra and the SUTA program prepares incoming 8<sup>th</sup> graders for Algebra. These programs emphasize interactive learning, study and learning skills in order to prepare these students to be successful in algebra and follow-on high school based college prep classes. The middle school students are taught by a credentialed teacher and college student teaching assistant(s) at a middle school site in Santa Clara County.

### Position Description

Under the direction of the classroom teacher, the teaching assistant will instruct and tutor groups of students to increase their math skills and conceptual understanding. The Teaching Assistant will also lead games and activities to reinforce math and study skills.

### Duties & Responsibilities

- Help lead instruction in middle school Pre-Algebra and Algebra Readiness
- Tutor small groups using questioning and checks for understanding
- Help with monitoring homework, guiding organizational, study & learning skills
- Serve as a positive role model, valuing education and its benefits
- Participate in meetings, in-service training programs, field trips as assigned
- Create reports of student gains in math, study skills, attitudes for learning
- Help maintain progress and attendance records. Meet schedules and timelines. Attend meetings as appropriate. Perform other duties as assigned.

### Timeframe and Time Commitment

The MAP-SUTA programs run for 19 days, typically over 4 weeks, Monday-Friday (4-5 hours per day) from the end of June to the end of July. The Teaching Assistants will prepare for the program by attending pre-program training during mid June. They will attend up to two orientation and planning meetings during May/June. They will participate in two afternoon / evening events per week during the program. During the two weeks following the MAP-SUTA programs, Teaching Assistants will help to compile student assessment data and prepare reports on student progress.

**Qualifications: Education/Experience**

- Must be a minimum of 18 years of age
- Successful completion of Algebra II
- Prior experience working with younger students desired
- Currently enrolled in college

**Required Skills / Abilities**

- Lead and provide pre-algebra instruction to groups of middle school students
- Provide instruction on note taking and study/learning strategies
- Tutor students in one-on-one and small group settings
- Communicate effectively with students and adults both orally and in writing
- Be able to establish and maintain effective working relationships with students, classroom teachers, parents, and others contacted in the course of the work
- Be able to work independently, confidentially and with discretion
- Excellent time management skills
- Oral and written communication skills
- Interpersonal relations skills using tact, patience and courtesy

**Other Requirements:**

- To work with students, school districts require TB test results and finger print scans

**Transportation:** Must be able to provide own transportation to the School site.

**Supervised by:** ALearn

**Evaluated by:** ALearn