



Teaching Assistant Position Description Summer 2017

ALearn offers exciting math and college readiness programs for incoming 5th-10th grade students in Santa Clara and San Mateo Counties. Our extended learning summer programs serve students who are at or below grade level in mathematics. Programs are held over the summer for 4-6 consecutive weeks. Each classroom serves approximately 25 to 35 students and is led by certified math teachers.



Why do college students want to join the ALearn summer program?

- Help students from underserved backgrounds establish a solid college path
- Be a role model to students who have never interacted with a college student
- Gain valuable teaching experience working with diverse students from low-income backgrounds
- Learn how to use Khan Academy (a free online tool) to track and coach students

What is the time commitment of the program?

- Duration: mid-June to end of July 2017
- Time: 4-5 days a week, 4-6.5 hours a day in the classroom with some outside-of-classroom prep, meeting times, & events (College Field Trip, College Inspiration Presentation, End-of-Program Celebration)
- 2-3 days of professional development provided before the start of the program

What are the teaching assistant responsibilities?

- Mentor and inspire students to establish a solid college path
- Work side-by-side with an experienced, credentialed teacher to provide math instruction
- Assist students with Khan Academy to improve their math knowledge and skills
- Help lead math games and activities
- Lead college readiness lessons to increase students' aspirations to college
- Help maintain progress and attendance records of students
- Communicate with parents/guardians regarding student attendance and program events
- Create a 3- to 5-minute video project (A Day in My Life as a College Student) to share with families at the College Inspiration Presentation
- Act as program site photographer
- Provide IT support (troubleshoot computers, update software, fix internet connection errors, etc.)
- Make calls to students' homes to ensure attendance at program events.
- Create a video project of the program to share with families at the End-of-Program Celebration

What are the qualifications of the teaching assistant?

- Enrolled in college or a recent college graduate
- Prior experience working with diverse K - 12th grade students
- Comfortable tutoring students who experience difficulty with pre-algebra, algebra or geometry concepts, including high school math courses (i.e., Math 1, Math 2, Math 3)
- Communicates effectively with students and adults both orally and in writing
- Excellent time management skills

Compensation

- \$1800 - \$3000 depending on program

How to Apply:

- Complete online application available at <https://www.surveymonkey.com/r/2017summerta> and email resume (including relevant college courses and work history information) to jobs@alearn.org no later than **April 1, 2017**
- Interviews begin immediately.
- Placements begin immediately and continue on a rolling basis as needed, so apply early!

Questions? Please contact ALearn via email at jobs@alearn.org or by phone at (408) 260-7545.

Math Strong, College Ready!