

Position: Teaching Assistant - Summer Computer Science Job Opportunity

Silicon Valley Education Foundation has been partnering with school districts since 2008 to offer direct-service classes. SVEF is excited to add another class to its repertoire: SVEF Computer Science Institute! This will be second year using a curriculum written by Microsoft and highly experienced computer science teachers.

The course will be offered to rising 7th and 8th graders. We are looking for experienced or emerging Computer Science educator assistants to teach the course. The following is the job description:

Professional Development	<p>1.Program training (10 hours) Must attend all pre-program training dates and venues.</p> <p>Day 1: March 21 or April 25 from 3:30pm-4:30 (1-hour) Mandated Sexual Harassment Training (waived for those who possess an up to date Certificate of Completion of the training). Day 2: May 30 at SVEF 8 am - 5 pm</p> <p>2. Professional Learning Communities (3 hours) Meet with your CSI teacher to discuss classroom procedures and what is expected. Join in the debrief meeting after the session is completed in the summer.</p>
Program times	4-5 week (19 day) program from June until end of July (depending on the school district)
Location	Each class is held at a specific site determined by each district
Compensation	Computer Science Teaching Assistant - \$2000 (less applicable payroll tax deductions)
Non-negotiable Items	<ol style="list-style-type: none"> 1. Assist in taking attendance and writing detailed notes on every student 2. Set up and take down materials being used for the class period (including organizing materials) 3. Assist instructor with the student evaluations 4. Monitor students during snack time 5. Bring students to the classroom at the beginning of the day and lead students out of the class at the end of the day 6. Have reliable transportation

Why the Computer Science Institute?

- Help students prepare for high school level computer science using an innovative curriculum
- Provide high quality instruction with project-based learning

Responsibilities and Duties

- Assist instructor in setting up and taking down materials for the day
- Provide additional assistance to students using tools such as cardboard knives and hot glue guns
- Take detailed notes on students in the class as they are working and provide assistance in writing student evaluations if needed
- Lead the students to class every morning and lead the students out to their parents at the end of the class.
- Monitor behavior and management of the class
- Maintain a professional relationship with students and the instructor

Qualifications/Background

- College student preferred, high school graduate required.
- A desire to work with middle school students.
- Some mentoring or tutoring experience preferred.
- Proof of TB test results and district-specific fingerprinting are required. Both costs will be reimbursed by SVEF.
- Have reliable transportation.

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