



**2023 Teaching Assistant Job Description**

If you are passionate about making a positive impact on the future of our students, this is an opportunity you won't want to miss. Bilingual candidates are highly encouraged to apply!

Silicon Valley Education Foundation has been partnering with school districts since 2008 to offer direct-service classes. Our newest offering is [Computer Science] Innovate, [CS]I. Stepping into our fifth year, we will be using a curriculum written by Microsoft and curated by our highly experienced curriculum team.

[CS]I offers programs for rising 7th-10th graders.

**Computer Science Program Details**

<p><b>Paid Professional Learning</b></p>	<ul style="list-style-type: none"> <li>• <b>Program Orientation and Professional Learning (10 hours)</b>            Mandatory attendance of all pre-program training. Days (TBD). Mandated Sexual Harassment Training (waived for those who possess an up to date Certificate of Completion).</li> <li>• <b>Professional Learning Community (4 hours)</b>            Meet with [CS]I Staff and other Teaching Assistants via Zoom to learn and share common classroom approaches, work through misconceptions, and develop best practices. (dates TBD)</li> </ul>
<p><b>Program Logistics</b></p>	<p>Specific dates for the 19-day (7th-8th grade) and 24-day (9th-10th grade) programs are determined by each district, starting mid-June (end dates vary between July and August). Each session runs on average for 4-4.5 hours a day (4-5 days a week), but exact hours are determined by district needs.</p> <p>Duties includes tracking attendance, calling families to backfill open spots, being a role model, student coding and project support, out-of-class prep, administrative tasks, and IT support.</p>
<p><b>Location</b></p>	<p>Classes will be held in person in the Greater Bay Area.</p>
<p><b>Compensation</b></p>	<p><b>Middle School Programs (19 days):</b> \$2,420 (19 days, payroll taxes apply)  <b>High School Programs (24 days):</b> \$2,970 (24 days, payroll taxes apply)</p> <p><i>* Full compensation includes complete fulfillment of all PL and PLC dates, daily class commitment, out-of-class prep, and required logistics.</i></p> <p><i>Referral Bonus: Receive a \$50 gift card when you and your referred College Mentor both complete the Summer Program!</i></p>



## Why [Computer Science] Innovate?

- Help students prepare for high school level computer science using a unique hands-on curriculum
- Provide high quality instructional support with project-based learning

## Responsibilities | Duties

- Support up to 3 classrooms for project based CS instruction
- Provide IT support to teachers, students, and families
- Provide administrative support (e.g. calling parents and recording student attendance)
- Reinforce norms (e.g. supporting group discussions in person or via zoom)
- Serve as a mentor and positive role model to students
- Engage with students by asking questions during pair-share or small group sessions, support students during project work time
- Support with technology tools such as Zoom, Google Classroom, or Nearpod
- Support teacher and program with other various assigned tasks

## Qualifications | Background

- Currently enrolled in college or a recent college graduate
- Interest in working with 7th-10th grade students in an academic setting
- Demonstrated written, verbal, and digital communication skills
- Ability to work both independently and collaboratively within an in-person or virtual classroom setting
- Proof of TB test results, COVID-19 Vaccination and fingerprinting are required prior to working with students. Costs will be reimbursed by SVEF
- Access to reliable transportation if in person, or reliable internet connection if virtual. (Internet access must allow for use of multiple platforms simultaneously and video conferencing)

[Apply HERE now!](#)

If you have any questions, please email [max@svefoundation.org](mailto:max@svefoundation.org)

## [Computer Science] Innovate Partners

Alum Rock Union School District  
Berryessa Union School District  
East Side Union High School District  
Evergreen School District  
Franklin-McKinley School District

Lodi Unified School District  
Menlo Park City School District  
Milpitas Unified School District  
Mount Pleasant School District  
Oak Grove School District

Orchard School District  
Redwood City School District  
San Lorenzo Valley Unified School District  
Santa Clara Unified School District  
Soledad Unified School District

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

1400 Parkmoor Avenue • Suite 200 • San Jose • 95126

[elevate@svef.com](mailto:elevate@svef.com) • [svef.com/elevate](http://svef.com/elevate)