MathPOWER Algebra Plus Summer Academy 2016 at Northeastern University
Wednesday, July 6th, 2016 – Tuesday, August 9th, 2016

TEACHING ASSISTANT JOB DESCRIPTION

OVERVIEW:
The MathPOWER Algebra Plus Summer Academy is an exciting educational experience for urban youth entering into grades 6, 7, 8, 9 and 10 in the fall. The Academy is operated by MathPOWER, a non-profit organization with a mission to transform the lives of urban youth by developing proficiency in mathematics and personal resiliency. MathPOWER, along with the Summer Academy are housed on the campus of Northeastern University.

As part of its Mission, MathPOWER provides direct math instruction in the summer to approximately 250 students. Innovative, hands-on math classes run by experienced math teachers from 8:30 AM until 12:30 PM followed by TA-lead clubs from 1:00 PM to 4:00 PM daily.

ESSENTIAL RESPONSIBILITIES:
• Teaching Assistant (TAs) will work with experienced math teachers to help facilitate students’ learning of mathematics.
  o TAs may provide one-on-one help for a student experiencing difficulty, work with a small group of students, or help run whole-group activities.
• TAs will be required to lead the following:
  o 3 Week Service-Learning Club (curriculum provided)
  o 1 Week STEM Club (curriculum provided)
  o Support 1 Week College and Careers club (lead by MathPOWER staff)
• TAs will promote enthusiasm for applied math and a sense of wonder.
• TAs will promote the Social-Emotional Learning through team building activities
• TAs will promote a safe and structured environment that promotes the development of resiliency skills by enforcing the camp Code of Conduct.

EXPECTATIONS:
• TAs will attend weekly meeting during the Academy (Scheduled within the time you are on site)
• TAs will submit all paperwork on time, including budgets, field trip requests, lesson plans
• TAs will meet/communicate regularly with the Director regarding concerns, updates, and challenges.
• TAs will enforce appropriate safety regulations and emergency procedures.
QUALIFICATIONS

- Have at least 2 years of college experience
- Demonstrated experience working with youth
- Comfort with working with students in a math-oriented classroom
- Exhibit open-mindedness, enthusiasm, sense of humor, and adaptability
- Have the desire and ability to work in a cooperative, team-oriented atmosphere
- MUST be able to pass a CORI/SORI check
- Available for training (*See below for more information)
- Must be available from 7:30am to 4:15pm on Monday to Friday from Tuesday, July 6th to Tuesday, August 9th

*TRAINING:

- Training will take place the week of June 27th between 8:00-4:00 (hours may vary). NOTE: this schedule will be shifted to later in the day if the school year is extended due to snow days
- Parent Orientation is tentatively scheduled for June 28th and staff will be expected to stay till 9pm (Start time TBD)
- If TA is not CPR/First Aid certified, there will be a required training on July 1st
- Training will include developing club and community building curriculum, practicing positive behavior management, and working with the teachers to plan for the Academy

COMPENSATION:
Teaching assistants will be paid $3,300.00 for the summer. Payments will be made bi-weekly. There will be a transportation reimbursement up to $150.

TO APPLY:

1. Complete the online application form: [http://goo.gl/forms/74oiDHzvSZ](http://goo.gl/forms/74oiDHzvSZ)
2. Email your cover letter and resume as a PDF to emily@mathpower.us with the subject line: TA Application {Your Name}

APPLICATION ROUND DEADLINES:

- Round 1: Due March 17th
- Round 2: Due April 15th
- Round 3: Due May 13th (If spots remain)

Please note decisions are made on a rolling basis. Applicants moving on to the Interview Round will be contacted on or before the Friday after applicable the past Application Deadline