



February 1, 2017

Hello,

Thank you for your interest in joining our summer staff as a Teacher's Assistant. As our summer session is quickly approaching, we are looking forward to receiving your employment application. You will find directions for applying and a detailed job description on the following pages. A PDF application is available at www.SFHS.com/SummerEmployment.

We are looking for college or graduate students who are interested in teaching as a profession, who enjoy tutoring middle or high school age students, and collaborating with instructors. More specifically, we are looking for future educators that would like the opportunity to work one-on-one with SFHS teachers in the classroom – helping to tutor, grade, supervise students, and assist with curriculum development. Although each application will be evaluated individually, applicants that have prior experience in a classroom setting (including former SFHS summer employment) and/or have an academic expertise in the particular subject area opening will be given priority. Additionally, an understanding of our school, mission, and academic programs is a must.

Priority will be given to applicants that apply prior to **March 15th**. In your mailed application, you should include the following: a complete "Summer TA Employment Application," a detailed resumé, a copy of your college transcript, and a cover letter emphasizing your skills, subject area interest, and reasons detailing why you want to work for Summer at Saint Francis. If you have worked for us in prior summers, your cover letter should also detail why you want to return and what you brought to the classroom last summer.

Please submit your application in **both** of the following forms:

1. Mail your application to: Saint Francis High School, ATTN: Summer School, 1885 Miramonte Ave. Mountain View, CA 94040
2. Print the Employment Application, complete, re-scan it, and email it with the rest of your digital application materials to mikekemp@sfhs.com.

Please note that we need to receive your application by March 15 and aim to staff our TA positions by the week of April 1st. You should plan on hearing from us at some point during that two-week time frame for a phone interview and employment decision. Thank you for your interest!

Baron Cannon
Summer School Principal

Michael Kemp
Summer School Vice Principal



Middle & High School Teacher's Assistant

Description: Summer at Saint Francis in Mountain View, California invites applications for Middle and High School Teacher's Assistant (TA) positions beginning Summer 2017. A TA is the primary assistant to the teacher in the classroom, helping with all administrative and curricular needs. Although not required, highest priority is given to candidates with a degree in the field and prior experience in a classroom setting with Middle and/or High School students. Working at Summer at Saint Francis also requires a commitment to the mission and values of Saint Francis High School.

Subject Areas Needed and Contract Dates:

Middle School Morning Camps + Afternoon Activities:

- 1 TA for "Exploratory Language Arts" Camp (June 26 - July 7)
- 1 TA for "Integrated Math, Science, Computers" Camp (June 12 - July 7)
- 3 TAs for "Musical Theatre" Camp + "Acting Workshop" in Afternoon (June 12 - June 30)

High School Classes:

- 2 - 3 TAs for Geometry
- 1 TA for Algebra 1 & 2
- 1 TA for Trigonometry
- 1 TA for Pre-Calculus & Calculus
- 1 TA for Biology
- 2 TAs for Chemistry
- 1 TA for Physics
- 1 TA with a Social Sciences emphasis (for US History/World History)
- 1 TA with a Language emphasis (for English and Spanish)

** Employment for all the above positions is June 13 - July 21, with July 3 & 4 as holidays.

** Most TAs will also assist with clerical duties from June 1 - June 9 on campus.

Responsibilities:

- Assist teacher with all needs in the classroom.
- Helping check homework, answer questions, tutor students in need.
- Proctoring exams and supervision of classroom during break periods.
- Reading and grading exams, homework assignments and papers.
- Assisting with the general record keeping for the course, including use of Rediker gradebook.
- Help with classroom management and setup, photocopies, lab setup, etc.
- Assist with the editing and writing of course curriculum.



Qualifications:

- Strong knowledge of course material and content in subject area applying for.
- An ability to work with middle/high school students in an academic setting.
- A desire to be in the field of education.
- Strong written and verbal communication skills.
- Strong organizational and computer skills.
- An understanding of the overarching goals of our summer academic programs.

Preferred Qualifications:

- Bachelor's degree in subject area applying for, Education, or a related field
- Experience working in Catholic schools, summer schools, but especially Summer at Saint Francis

Physical Requirements:

- Ability to lift 25 lbs. without help
- Ability to be before a class for long periods of time (class duration of approx. 4 hours)

School Requirements:

- TB certification
- Fingerprinting - Must not have felony convictions or other serious violations
- "Shield the Vulnerable" Certificate (required by Diocese of San Jose)

Compensation: \$15 per hour, with daily hours typically ranging from either 8:30am to 12pm for Middle School TAs, or from 8:15am to 12:30pm (or 12:30pm to 3:15pm for afternoon classes) for High School TAs.

Summer at Saint Francis is a program under the auspices Saint Francis High School, a Catholic, Holy Cross college preparatory school located in Mountain View, CA in the heart of Silicon Valley. Every year, Summer at Saint Francis has an approximate enrollment of 1,600 students, from grades 1st through 12th. The High School program has a yearly enrollment of approximately 500 boys and girls, from both local private and public schools, with approximately 40% of those attending Saint Francis during the regular school year.