

## **Magis Teaching Assistant Program**

### **Job Description and Expectations for Returning TAs**

Teaching Assistant positions are not guaranteed from summer to summer. Returning TAs will not automatically be offered a position for the following summer. If you would like to work at Magis again this summer, you must reapply by filling out the Returning TA Application. The following criteria will be used to evaluate your reapplication:

- Past performance as a teaching assistant, as evaluated by Mr. Jackson and your Master Teacher(s), and Activity Leader(s)
- Potential and desire for growth
- Potential and desire to continue learning and improving as a TA
- Reapplication Essays

The 2009 Summer Program will serve approximately 150 students and will run from June 15 – July 17. TAs should also be available during the week of June 8-12 for faculty meetings.

#### **Job Expectations**

1. Every TA is expected to attend every day of the five-week program, including pre-program meetings. You must be available from June 15 – July 17. TAs are expected to arrive on time every day by 8:00 a.m. and leave no earlier than 3:00 p.m. (On one to two occasions per week, faculty meetings, study hall, and/or special events will require you to stay even later.) If you are not going to be able to be present for the entire program, you should not reapply. If you expect any conflicts within this time period (i.e. family vacations, summer school, another job), please do not re-apply for this position.
2. You will be assigned to TA for up to three academic classes. You will work with a Master Teacher in one of five academic areas (English, Math, Science, Seminar, or Computers) and will be expected to work closely with classes of up to twenty students. Classroom work may include one-on-one tutoring, assisting the Master Teacher with administrative duties (i.e. correcting papers, logging in homework, making copies, etc), or helping to teach the class. Additionally, TAs are to be available during their “prep period” to assist their Master Teacher and/or the program director with needed work. In most cases, returning TAs are assigned to the same class or department as the previous year. Changes are rare and are made on a case-by-case basis. (See Mr. Jackson for more info.)
3. Each TA is expected to assist with two activities. This includes helping the teacher to run and moderate the activity/sport, actively encouraging the students’ participation, and acting as a positive role model.
4. TAs are expected to lead the sports period. This involves taking attendance, setting up the game, securing equipment, and monitoring student participation.
5. TAs also accompany students and other faculty on field trips and assist with the planning and running of Cultural Days, Field Day, and other special events.
6. Most importantly, TAs are role models and mentors for the Magis students. To that end, TAs are expected to set a positive example during the summer session and throughout the school year. TAs are expected to role model academic achievement, positive and appropriate relationships with peers and teachers, and outstanding conduct and behavior.
7. As veterans, returning TAs are expected to play a leadership role for other Teaching Assistants. Returning TAs will be held to a higher standard of behavior and responsibility because of their previous experience. All TAs are expected to grow and develop each year they work for Magis; as

such, returning TAs should use the skills they have learned during past summers to live the *magis* of their positions. If we do not believe there is potential for growth and development, a TA will not be offered a position for this summer.

### **Training**

All TAs (new and returning) will be expected to participate in an extensive training program during the spring semester. The trainings will focus on developing leadership skills, working with middle school students, and learning about Magis and the TA job expectations. If you are hired as a TA, you must plan to participate in this training. Although we will try to schedule around conflicts, we cannot guarantee that we will be able to schedule around everyone's needs, and this training must be a top priority for all TAs. If you know of any major scheduling conflicts, please list them on your reapplication.

### **Reapplication Deadline**

If you have any questions about Magis or the TA Job Description, please talk to Mr. Jackson in the Magis Office. TAs who are interested in returning to Magis must fill out the attached application and return it to the Magis Office by **Friday, March 13, 2009**.

