

## **Magis Teaching Assistant Job Description and Expectations**

Magis is a year-round academic enrichment program for middle school students (entering 7<sup>th</sup> – 9<sup>th</sup> graders). Our students come from a wide variety of social, economic, and ethnic backgrounds. Many live in San Francisco neighborhoods that have traditionally been underserved by SI. The majority of our students will be among the first members of their families to attend and graduate from college. Students involved in the program attend an annual summer academy as well as various academic year programs and meetings.

The 2012 Summer Program will serve approximately 200 students and will run from June 18 – July 20. TAs should also be available during the week of June 11-15 for mandatory TA Training. A typical day at Magis starts at 8:15 a.m. with morning assembly followed by four academic classes: English, Math, Science, and Ethnic Studies. The afternoon consists of activities and sports. Dismissal is normally at 3:00 p.m. The program also features field trips and Cultural Days where we celebrate the diverse backgrounds of Magis students and faculty.

### **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 18 – July 20. 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 later than 3:00 p.m.) If you expect any conflicts within this time period (i.e. family vacations, summer school, immersion, another job), please do not apply for this position.
2. Each TA 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 or Ethnic Studies) and will work closely with classes of about twenty-two 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.
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 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 important, 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.

### **Minimum Qualifications**

- High school junior or senior
- Interested in working with middle school students (7<sup>th</sup> – 9<sup>th</sup> graders)
- Excited about education and helping students to learn
- In good academic standing
- Current SI student **AND/OR** graduate of the Magis program

### **Benefits**

1. Fulfill the entire 100-hour Christian Service Requirement at SI. Magis TAs receive 185 "core" hours for the five-week program (with approval of Christian Service Director and completion of core journal). Most TAs go on to earn additional service hours during the school year in order to qualify for the "200-Hour" club. Other high schools may also give community service credit for working at Magis.
2. Students who elect not to receive community service credit will be paid a stipend of \$1524.
3. Receive valuable experience working with middle school students
4. Enjoy opportunities to learn about teaching and learning, to help prepare and teach lessons, and to assist students to achieve academically

### **Training**

All TAs (new and returning) are 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 (probably scheduled for late afternoon/evenings during the spring semester). 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 application.

### **Application**

If you have any questions about Magis or the TA Job Description, please talk to Mr. Jackson in the Magis Office, email him at [ajackson@siprep.org](mailto:ajackson@siprep.org), or call him at (415) 731-7500, extension 295. Return the attached application and required essays to the Magis Office by **Friday, March 23, 2012**.



Answer the following questions and attach to this application. Your responses should be typed and double-spaced. Your answers to questions 1-6 should total no more than two pages.

1. List the extracurricular activities you have been involved with during high school.
2. Afternoon activities at Magis are determined by the interests and talents of the faculty. What afternoon activities would you be able to lead, start, and/or participate in? If you are a Magis graduate, think not only about the activities that were offered when you in the program, but also about new activities that could/should be offered.
3. What do you consider to be your strongest and/or favorite academic subject(s)? Why?
4. Reflect on the best teacher you have ever had. Describe what made him/her an effective teacher. How did he/she motivate you as a student? Which of his/her qualities would you like to emulate as a TA this summer?
5. How will you become a mentor to your students? How will you ensure that you are learning together?
6. The middle schools years can be a turbulent and confusing time during which young people need strong positive role models. Why will your students see you as a role model?
7. In a short essay (no more than two pages, double-spaced), explain why you would like to participate in the Magis program this summer. What would you bring to the program? What could you provide for the Magis students and why would you make a good TA? What experiences from your own life would enhance your service as a TA?

Please return this completed form along with your essays to the Magis Office no later than Friday, March 23, 2012. Those selected for the program will be notified on or before Friday, April 6 2012. If you do not attend SI, you may also mail the application to:

Mr. Abram Jackson  
St. Ignatius College Prep  
2001 – 37<sup>th</sup> Ave.  
San Francisco, CA 94116