



Elementary TAP Summer 2008 Staff Positions

POSITIONS (Read below for specific descriptions)

- TEACHER
- TEACHER ASSISTANT
- PROGRAM ASSISTANT

PROGRAM DATES/TIMES/LOCATION

June 30th – August 8th, 2008

Monday – Friday, 10am to 4pm

4101 Yuma St. NW, Washington DC 20016

GENERAL QUALIFICATIONS

- ✓ Must have an understanding of and be a living example of the principles outlined in YLF's Four Pillars of Success
- ✓ Must be open to working with others to achieve the mission of the program
- ✓ Ideally has past experience working with underserved elementary school-aged boys

GENERAL RESPONSIBILITIES

- ✓ Attend staff orientation (June 25th – 28th, 9am to 5pm)
 - ✓ Assist at one parent orientation session (on a weekday evening or Saturday morning; will last about one hour)
 - ✓ Arrive at 9:30 each day of the regular program for a staff meeting
 - ✓ Attend weekly excursions (usually on Fridays; excursions take place during program hours)
 - ✓ Assist in preparation for the end-of-summer Awards Ceremony
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TEACHER (4th, 5th, 6th Grade)

Qualifications

- Must be a rising senior at a four-year university or older
- Must have working experience either as a teacher or a tutor
- Must be able to teach Reading, Math, Science, and History

Responsibilities

- Develop four curricula (in Math, Reading, Science, and History) designed to reinforce basic skills in those subjects; curricula should target assigned grade level
 - Must include weekly quizzes and/or graded assignments
 - Must include an end-of-program assessment test
 - Curriculum must be submitted the last day of orientation
 - Implement curriculum four days a week (no classes on Wednesdays for program excursions)
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Tenley Achievement Program

- Class sizes range from 15 to 25 boys
- Classes are approximately 35 minutes long
- Submit a post-program report, due the last day of the program
- Work with an assistant to achieve goals

ACADEMIC ASSISTANT/COACH (to 4th, 5th, 6th Grade Teacher)

Qualifications

- Must be a rising HS junior or older

Responsibilities

- Coach and mentor a team of 8-10 students (during half the day)
- Assist a 4th, 5th, or 6th grade Teacher with day-to-day tasks (during half the day)
- Maintain a presence in the classroom roughly from 10 am to 1 pm
- Assist with office tasks
- Handle minor disciplinary issues with students in the classroom
- Pass major disciplinary issues on to the Director
- Assist teacher in composing post-program report, due the last day of the program

PROGRAM ASSISTANT/COACH

Qualifications

- Must be a rising HS junior or older

Responsibilities

- Assist Director with tasks as they come up
- Prepare equipment for afternoon sports
- Assist with office tasks
- Coach and mentor a team of 8-10 students (during half the day)
- Attend Group Excursions
- Work with Teachers and Teacher Assistant to maintain discipline and classroom cleanliness