Opening for Teaching Assistant
(Paid Internship Opportunity for a College Student)
High School Elective: Computer Science and Information Technology

Learningtech.org [The Miller Institute for Learning with Technology], a San Carlos-based 501(c)(3) nonprofit corporation, has an opening for a college student with suitable background to assist in the teaching of a high school elective, *Computer Science and Information Technology.*

The position requires nearly-full-time (about 8:30 AM – 3:00 PM) teaching at a public charter high school for two 1-month "sessions" per year: the month of January and again from mid-May to mid-June. The school is located near National Hispanic University on Story Road in San Jose. The curriculum involves an in-depth survey of Computer Science and Information Technology, developed and tested over the last two years at a related school in Redwood City. The program balances breadth of coverage with in-depth, hands-on experience using four examples: robotics, computer game programming, hardware fundamentals/troubleshooting and artificial intelligence. Field trips are arranged to Silicon Valley sites including the Computer History Museum, the Tech Museum, Electronic Arts and other local firms such as Cisco and Google (coordinated with the RWC class). This elective is pending approval to meet University of California A-G requirements. The role of Teaching Assistant involves supporting the Instructor by taking attendance, assisting with grading and providing individual assistance to small groups of students as they pursue hands-on projects. There is an option but not a requirement for the right individual to also work part-time, during the rest of the year, helping to offer after school enrichment at middle schools and/or summer camp programs around the peninsula. Telepresence technologies will help to link the San Jose class with a simultaneous Redwood City class.

There is an advance opportunity to gain experience with much of the content material – during December – by also participating in the delivery of simplified, middle school versions of these examples, in after school programs. Involvement with other aspects of Learningtech.org's business is a also possibility for a successful applicant desiring to transition to full-time employment upon completion of their college studies.

Duties
- Study existing content materials and develop skill use the tools for the course
- Arrive on campus at least 15 minutes before class; ensure that all materials are in order, assist with attendance-taking and help ensure that class begins on time
- Assist students as they work through largely self-paced, interactive project-based learning involving the four application examples
- Stay on campus up to 15 minutes after each class to help ensure that the room is left in good order, properly secured and that everything is ready for the next day
- Help in reporting attendance and disciplinary incidents using an online system
- Help in observing student progress and in assigning grades for student work in the class
- Support the Instructor with logistics or other matters as needed
- Participate in discussions to coordinate and improve content materials and examples
- Help coordinate the after-hours "exhibition of learning" at the end of both sessions

Qualifications
- High School Diploma or GED (strong GPA a plus)
- Ongoing enrollment in a 2-year or 4-year college, including relevant coursework
- Experience working with and inspiring young people desirable; formal teaching or tutoring experience also a plus, but not required
- At least some prior experience with one of: computer programming, IT support or robotics; general computer skills (multiple platforms and applications)
- Indisputable integrity supported by three positive, work-related references
- High intelligence (including eagerness to learn, resourcefulness and tenacity)
- Excellent written and spoken English grammar and pronunciation
- Familiarity with spoken Spanish a plus, but not required
- Driver's license, viable transportation, proof of insurance and U.S. right to work
- Commitment to reliable, daily attendance is absolutely essential
- Organized and efficient
- Able to foster *learning by doing* rather than merely *teaching by lecturing*
- Courteous and able to function effectively to meet deadlines
- Able to accept direction from diverse senior colleagues and relate to diverse students
- Department of Justice and FBI background check at company expense will be required
- TB testing at company expense will be required
- Residence near the school – or willingness to commute daily, on time – essential
- Passion to make the world a better place

Compensation
- A stipend of $1,500 will be paid for full participation in the January session. A modest increase may be offered for the May-June session, and future years, based on performance during January plus ongoing educational progress
- Additional compensation of $15 per hour can be earned starting in December for helping teach related after-school classes at the middle school level (while learning the material)

How to Apply
- Please visit our website at www.learningtech.org to learn more about our company
- Please email resume or CV to hiring@learningtech.org; please include telephone number
- Please include:
    - Compensation history
    - Sample work (such as an essay, computer program or web site)
    - Email and telephone numbers for 3 work-related references
- We will promptly acknowledge receipt of your inquiry
- We will contact you for a personal interview if there is mutual interest
- Telephone calls are *not* helpful until you have heard from us first
- Contacts from recruiting agencies are NOT welcome. As a modest nonprofit, we are unable to pay commissions

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