

Pre-College Academy (PCA) 2009

Math Tutor Position Description for High School Students

Part-time, Temporary Employment: \$12.18./hr

Tutor Schedule: June 15th – July 23rd M-TH – between the hours of 9am and 4pm (15-20 hours a week).

Please note that work schedules will vary based on whether tutors are placed into a morning or an afternoon class.

Program Description:

The Pre-College Academy (PCA) is a six-week college-preparatory summer program hosted by the Early Academic Outreach Program (EAOP) at the University of California, Berkeley. For over 20 years, PCA has provided intensive academic enrichment for EAOP students from partner high schools in the Bay Area. PCA prepares students for their academic and professional future by inviting them to participate in the University of California's tradition of educational excellence and diversity. PCA also prepares students for academic success in the following school year, including excellence in classes that meet the University of California's A-G subject requirements and enrollment in Honors and Advanced Placement courses.

PCA offers students rigorous coursework, college-style expectations and an environment of challenging academic camaraderie. Students have the choice between enrolling in a Mathematics or College Writing course. The Math courses are designed to help students further their skills and to excel in geometry or advanced algebra/trigonometry. All students attend weekly activity sessions that range in content from career exploration and college counseling, to social events. All classes are offered on the UC Berkeley campus.

Position Summary:

The Tutors' primary role is to provide academic support to PCA participants and assist the faculty and staff of PCA as needed. This will include tutoring students in math, attending classes, keeping up with class material, and leading activities. The Tutor will be matched to a particular math class and will work as part of a classroom team that includes the Instructor and Teaching Assistant.

Pre-Program Duties and Responsibilities

- Obtain fingerprinting clearance from UC Police Department (hiring is contingent upon this clearance)
- Obtain a work permit if under 18 years old from high school (hiring is contingent upon this permit)
- Attend and actively participate in all pre-scheduled meetings and trainings (see flyer and/or application)

Program Duties and Responsibilities (Date of hire through June 15 – July 23)

- Attend PCA classes and provide support to classroom team as needed
- Keep up with weekly assignments, readings and class notes
- Tutor and assist students with coursework and homework
- Collaborate with classroom team to plan, organize and lead activities and workshops
- Assist with set-up, clean up, and coordination of student activities
- Attend weekly staff meetings and department meetings (as required)
- Participate in PCA debrief session and complete program evaluation

Skills and Qualifications:

- Demonstrated success in high school advanced math courses
- Experience and ability to work with a diverse student body
- Strong leadership skills and excellent communication skills (verbal and written)
- Creative math problem solver
- Willingness to work with students on an individual level, to work hard, and to learn
- Commitment to supporting student academic achievement
- Ability to support students academically in math subjects
- Desire to work collaboratively as part of a team
- Responsible and mature attitude and ability to advise and provide guidance to peers
- Familiarity with college environment and college level expectations
- Previous experience as a student or tutor with PCA is a plus