# 2021 College Mentor Job Description

If you are passionate about making a positive impact on the future of our students, this is an opportunity you won’t want to miss.

Silicon Valley Education Foundation has been partnering with school districts since 2008 to offer Elevate [Math], a yearly summer acceleration program to prepare 3rd-10th grade students to successfully complete their next level math course. Elevate [Math]’s goal is to support students nearly meeting standard in their college and career pathway, particularly those furthest from access and opportunity.

**College Mentors** serve as role models, sharing their college journey to Elevate [Math] students while also providing IT support to students, families, and teachers as they navigate the virtual learning environment. *Bilingual candidates highly encouraged to apply!*

## Elevate [Math] Program Details

<table>
<thead>
<tr>
<th>Paid Professional Development</th>
<th>Program Orientation &amp; Professional Development (12 hours)</th>
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<td>• Mandatory pre-program self-paced training (Nearpod lessons/webinars) and live Professional Development via Zoom: Day(s) TBD</td>
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<td>• Professional Learning Community (2 hours)</td>
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<td>• Meet with Elevate [Math] Staff and other College Mentors via Zoom to learn and share common classroom approaches, work through misconceptions, and develop best practices. (time and date TBD)</td>
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<td>Program Logistics</td>
<td>Specific dates for the 19-day (3rd-8th grade) and 24-day (9th-10th grade) programs are determined by each district, starting mid-June (end dates vary between July and August)</td>
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<td>Each session runs on average for 3.5-4.5 hours a day (4-5 days a week), but exact hours are determined by district needs.</td>
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<td>Duties includes being a college role model, delivering college readiness, out-of-class prep, administrative tasks, and IT support.</td>
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<td>Location</td>
<td>Classes may be held in person or via zoom dependent on district reopenings and county health measures.</td>
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<td>Compensation</td>
<td>Elementary &amp; Middle School Programs (19 days): $2000</td>
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<td>High School Programs (up to 24 days): up to $3000</td>
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<td>* Full compensation includes complete fulfillment of all PD and PLC dates, daily class commitment, out-of-class prep, and required logistics.</td>
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Responsibilities | Duties

- Support up to 3 classrooms with math instruction, college readiness activities, and STEM Career Workshop facilitation.
- Deliver 5 college readiness lessons for each assigned classroom.
- College mentors will provide IT support to teachers, students, and families.
- Provide administrative support (e.g. calling parents and recording student attendance)
- College mentors will reinforce norms. Examples include monitoring the chat for Zoom, or ensuring proper social distancing if in person.
- Serve as a mentor and positive role model to students.
- Engage with students by asking questions during pair-share or small group sessions.
- College Mentors will engage with students via Zoom, Google Classroom, Nearpod and/or in person.
- Supporting teacher and program with other various assigned tasks.

Qualifications | Background

- Currently enrolled in college or a recent college graduate
- Interest in working with K-12th grade students in an academic setting
- Demonstrated written, verbal, and digital communication skills
- Ability to teach SVEF-provided college readiness curriculum to a classroom of up to 25 students
- Ability to work both independently and collaboratively within a virtual or in person classroom setting
- Proof of TB test results and district-specific fingerprinting are required prior to working with students. Both costs will be reimbursed by SVEF
- Access to reliable internet connection. (Internet access must allow for use of multiple platforms simultaneously and video conferencing)

Apply Here!

Elevate [Math] Partnerships

Alum Rock Union School District  Lodi Unified School District  Redwood City School District
Bayshore Elementary School District  Luther Burbank School District  Salem-Keizer Public School District
Berryessa Union School District  Menlo Park City School District  San Benito High School District
Campbell Union School District  Moreland School District  San Jose Unified School District
Downtown College Prep  Mountain View Los Altos High School District  Sequoia Union High School District
Evergreen School District  Oak Grove School District  South San Francisco Unified School District
Franklin-Mckinley School District  Orchard School District  Union Elementary School District
Lincoln Unified School District  Pajaro Valley School District  Voices Franklin-Mckinley

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.