



## 2022 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. Bilingual candidates are highly encouraged to apply!**

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 play a critical role in preparing Elevate [Math] students for college. Working inside and outside of classroom, College Mentors serve as role models to our students, expand their horizons, and inspire and reinforce their motivation to go to college.

### Elevate [Math] Program Details

<b>Paid Professional Learning</b>	<ul style="list-style-type: none"> <li>• <b>Program Orientation &amp; Professional Learning (12 hours)</b>            Mandatory pre-program synchronous and self-paced training (Nearpod lessons/webinars) Professional Learning via Zoom:           <ul style="list-style-type: none"> <li>• Session 1 May 18, 4-7:30pm <b>OR</b> May 25, 9am-12:30pm</li> <li>• Session 2 May 19, 4-7:30pm <b>OR</b> May 27, 9am-12:30pm</li> </ul> </li> <li>• <b>Professional Learning Community (2 hours)</b>            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)</li> </ul>
<b>Program Logistics</b>	<p>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)</p> <p>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.</p> <p>Duties includes being a college role model, delivering college readiness, out-of-class prep, administrative tasks, and IT support.</p>
<b>Location</b>	<p>Most classes will be held in person in the Greater Bay Area, while some classes will still be held via zoom.</p>
<b>Compensation</b>	<p><b>Elementary &amp; Middle School Programs (19 days):</b> \$2,420 (payroll taxes apply)  <b>High School Programs (24 days):</b> \$2,970 (payroll taxes apply)</p> <p><i>* Full compensation includes complete fulfillment of all PL and PLC dates, daily class commitment, out-of-class prep, and required logistics.</i></p> <p><b>Referral Bonus:</b> Receive a \$25 gift card when you and your referred College Mentor both complete the Summer Program!</p>



## Responsibilities | Duties

- Support up to 4 classrooms with math instruction, college readiness activities, and STEM Career Workshop facilitation.
- Deliver 5-6 college readiness lessons for each assigned classroom.
- College mentors may 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 supporting group discussions in person or via zoom.
- 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 3rd-10th 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 an in-person or virtual classroom setting
- Proof of TB test results, COVID-19 Vaccination and fingerprinting are required prior to working with students. Costs will be reimbursed by SVEF.
- Access to reliable transportation if in person, or reliable internet connection if virtual. (Internet access must allow for use of multiple platforms simultaneously and video conferencing).

## Apply [Here!](#)

### Elevate [Math] Partnerships

Alum Rock Union School District  
Bayshore Elementary School District  
Berryessa Union School District  
Cambrian School District  
Campbell Union School District  
Cupertino Union School District  
Downtown College Prep  
East Side Union High School District  
Evergreen School District  
Franklin-McKinley School District  
Lincoln Unified School District

Lodi Unified School District  
Luther Burbank School District  
Menlo Park City School District  
Milpitas Unified School District  
Moreland School District  
Mount Pleasant School District  
Mountain View Los Altos High School District  
Mountain View Whisman School District  
Oak Grove School District  
Orchard School District  
Pajaro Valley School District  
Pierce Joint Unified School District

Redwood City School District  
Salem-Keizer Public School District  
San Benito High School District  
San Bruno Park School District  
San Jose Unified School District  
Santa Clara Unified School District  
Sequoia Union High School District  
Soledad Unified School District  
South San Francisco Unified School District  
Union Elementary 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.

1400 Parkmoor Avenue • Suite 200 • San Jose • 95126

[elevate@svef.com](mailto:elevate@svef.com) • [svef.com/elevate](http://svef.com/elevate)