



## Program Assistant

**Position Type:** Full-Time Temporary (Summer Position - 6 weeks)

**Location:** San Jose/Bay Area

### Organization Overview:

The José Valdés Math Foundation is a non-profit, 501(c)3 charitable organization that provides six weeks of summer math instruction to elementary, middle-school and high-school students from low-income families, as well as providing year-round tutoring. We serve approximately 400 to 600 students each summer, and the ultimate goal is for our students to pass Calculus successfully before graduation from high school. We are committed to a diverse, inclusive, and equitable work environment. Read more about our [DEI Policy](#) and [Equal Opportunity Non-Discrimination Policy](#).

### Position Summary:

Program Assistants (PAs) are defined as persons who work directly, under supervision, on tasks related to classroom activities and student-learning outcomes. PAs provide support to the supervising teacher, reinforcing instruction to individual or small groups of students in a classroom environment and with the preparation of instructional materials and implementation of lesson plans. The teacher remains the diagnostician for learning, the manager of learning experiences, and the decision maker in learning situations. In this position you will be expected to: assist in a limited instructional capacity during the classroom day; take attendance and keep routine records; grade student work; assist students in completing classroom assignments; assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, a friendly attitude, and general guidance; administer tests; prepare mandated reports and documentation as required; tutor individual or small groups of students; observe and manage behavior of students in the classroom and report progress regarding student performance and behavior to the supervising teacher; other duties as assigned by the site principal and/or program director.

### Qualifications:

- Completed 10th-grade year before the start of the Valdés Math summer program.
- Excellent communication and interpersonal skills.
- Demonstrate ability to work independently with minimum supervision;
- Enthusiasm for working with students during the summer months.
- Respect the confidentiality of information regarding students and be discreet in dealing with parents and staff;

### Compensation:

\$17.50/hour. This position is a temporary position and takes place during the summer break (6 weeks). Full-time hours during the program's duration. Continuation of the paid position is predicated on the organization being successfully funded.

### To Apply

Submit an application through the [Summer 2024 Program Assistant Application Form](#). For any questions, please contact Bob Turner, Program Director at [bob.turner@josevaldesmath.org](mailto:bob.turner@josevaldesmath.org).