

**Saint Ignatius College Prep**  
**Summer Teaching Internship Program Job Description and Application Information**

**Job Description and Objectives**

St. Ignatius College Prep offers a paid summer internship for current college students who are interested in gaining practical experience in secondary education. Hired interns will be employed by the school for the duration of the six-week summer school program. Approximately 6 interns will be placed in Grammar and Writing classes and 1-2 tutors will serve in the Introduction to Algebra classes. The Grammar and Writing intern team will work one-on-one with students on focused grammar practice and written drafts, as well as provide feedback before and after class. The Mathematics tutor(s) will help the instructor provide differentiated and individualized instruction to students in the Introduction to Algebra class.

In addition to extensive one-on-one tutoring experience, interns will gain experience in preparing, leading, and evaluating classroom lessons. Interns will receive supervision, guidance, and training from the Saint Ignatius teachers who are instructing the Grammar and Writing and Introduction to Algebra summer courses. Interns will have the opportunity to design their own lessons and instruct their classes through review and cooperative learning activities.

**Context for Grammar and Writing and Introduction to Algebra Courses**

Summer school courses are recommended classes for incoming 9th grade students who have been identified as needing additional preparation before their formal high school studies begin. In addition to that group of students, incoming freshmen from local scholarship organizations and enrichment students also take the courses. The Grammar and Writing course is designed to offer students a thorough review of grammar rules, database research, and drafting and revision of written assignments appropriate for students at a college prep high school. With a minimum of 4-6 paragraph essays assigned during the course, Grammar and Writing teachers help provide the one-on-one attention to bolster students' application of grammatical content to written work across a variety of genres. The Introduction to Algebra course reviews arithmetic topics and introduces essential Algebra concepts that will help students succeed in high school mathematics classes.

**Qualified Candidates**

Saint Ignatius College Prep graduates who:

- Graduated in high standing academically from SICP
- Have maintained good standing in their respective universities
- Are majoring in English or Mathematics, or have an interest in writing or mathematics
- Have a desire to teach and mentor in a Jesuit, Catholic high school

**Summer Intern Requirements:**

- Participation in one day of teacher training prior to the start of the summer sessions
- Teaching on weekdays from 8:00 am-12:00 pm from June 11, 2018 until July 20, 2018
- Participation in intern team meetings and ongoing training one per week until 12:30pm

**Application Process**

All applicants must provide a cover letter, resume, and no more than two-page personal statement which expresses interest in the internship and commitment to Catholic, Jesuit education. All applications are due by **Sunday, March 18, 2018.**

Email these items to Mr. Tony Harris at: [tony.harris@ignatius.org](mailto:tony.harris@ignatius.org)

Or by post to:

Mr. Tony Harris, Assistant Principal  
Saint Ignatius College Prep  
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