



September 1, 2011

Dear Prospective Teacher or Tutor,

Thank you for your interest in applying for a teaching or tutoring position with Breakthrough Cincinnati, a member of Breakthrough Collaborative. Breakthrough Collaborative is a national non-profit that increases educational opportunity for high-potential, underserved middle school students and inspires outstanding college and high school students to explore careers in education. Consistently featured as a Top Ten Internship by The Princeton Review, Breakthrough's innovative students-teaching-students model partners middle school students with college and high school students who serve as teachers, tutors, role models and mentors, providing real-life examples that it's 'cool to be smart'.

The heart of our program takes place during the summer time. During the school year, we provide a weekly program for our students to take an academic enrichment class and engage in tutoring services. Our school year program takes place on **Saturday mornings** at Walnut Hills High School. We recruit high school and college students to serve as teachers and tutors for our middle school students. Teachers teach an academic enrichment lesson in one of two core subjects- math, or Latin. A curriculum is provided as a guide, but teachers have the flexibility to create fun and engaging lesson plans for students.

We also recruit high school and college students to serve as tutors *only*. Tutors work with students following the academic enrichment lesson portion of the session. Tutors assist middle school students with homework, study skills, and provide additional support. Undergraduate college and high school students, ages 16-23 are eligible to apply for either position (high school students must be at least juniors). You do not need to have any prior teaching experience; just a passion for learning and working with young people.

The program dates for our School Year Program are **October 22, 2011- March 10, 2012**. In addition to the program dates listed, there are two mandatory training dates that teachers and tutors *must* attend before the start of the program (see specific dates listed on the application), along with one additional training during the school year. New this year, we are asking teachers and tutors to commit to *both* semesters in order to maintain consistency with our students. Please complete the attached application and **return to our office no later than Friday, September 23rd**. If you are asked to interview for the position, you will need to provide us with a copy of your transcript. You will also need to be prepared to discuss how you would teach a challenging concept to a student such as dividing fractions or how to write a five paragraph essay.

For more information about the Breakthrough Collaborative, please visit www.breakthroughcollaborative.org or our website at www.breakthroughcincinnati.org If you have additional questions, please call Vicki Zaya, Program Director at (513)979-0339 or email zayav@countryday.net.

Sincerely,

A handwritten signature in black ink that reads 'Vicki Zaya'.

Vicki Zaya, Program Director



School Year Program: Employment Application (also located at www.breakthroughcincinnati.org)

*Please see the cover letter detailing more of the school year commitment.

APPLICANT INFORMATION				
Last Name		First		M.I. Date
Street Address			Apartment/Unit #	
City		State		ZIP
Home Phone		E-mail Address		
Cell Phone		Date of Birth		Ethnicity (optional)
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION				
High School		Cumulative GPA		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Graduation Year
College		Cumulative GPA		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Graduation Year & Major
Other		Cumulative GPA		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Graduation Year & Major

REFERENCES	
<i>Please provide us with three references. Only one of the three references can be a "personal contact" (i.e. a family member or friend).</i>	
Full Name	Relationship
Email	Phone ()
Address	
Full Name	Relationship
Email	Phone ()
Address	
Full Name	Relationship
Email	Phone ()
Address	

Please provide us with some information of your most relevant extracurricular and professional accomplishments. Include jobs, internships, and any volunteer experience. Feel free to attach a resume or an extra sheet, if needed.

PREVIOUS EMPLOYMENT/VOLUNTEERING/INTERNSHIPS		
1. Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
2. Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
3. Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

SCHOOL YEAR PROGRAM DATES

The following dates are the Breakthrough Cincinnati program dates for both semesters of the School Year Program at Walnut Hills High School. Please note that the teacher training sessions will take place at Cincinnati Country Day School.

Fall Semester*

- October 8th- Faculty training (8am-4pm)
- October 15th- Faculty training (8am-4pm)
- October 22nd-Week 1: First day of fall semester
- October 29th- Week 2
- November 5th- Week 3
- November 12th- Week 4
- November 19th-Week 5*
- November 26th- no program (Thanksgiving holiday)
- December 3rd- Week 6
- December 10th- Week 7
- December 17th-Week 8: Last day of fall semester

Winter Semester*

- January 21st-Week 1: First day of winter semester
- January 28th- Week 2
- February 4th- Week 3*
- February 11th- Week 4
- February 18th-Week 5
- February 25th- Week 6
- March 3rd- Week 7
- March 10th- Week 8: Last day of winter semester

*There will be one more mandatory faculty training with the date and time to be determined

Weekly Program Hours

Teacher/Tutor: 8:30am-11:15am Tutor Only: 10:00am-11:15am

ATTENDANCE POLICY

Our students count on working with the same teachers and tutors every week. Therefore, your attendance is important to the success of our students and our program. New this year, we ask for a commitment to both semesters. Teachers and tutors **may not have more than two absences per semester**. This includes any last minute conflicts or illnesses. Further absences will result in dismissal from the program. Please circle any dates above that you are unable to work. When indicating any possible conflicts, please check your calendar for SAT/ACT testing dates, sports commitments, or college visit dates.

TEACHING/TUTORING PREFERENCE

After each academic enrichment lesson, we offer tutoring services to our students. Teachers will both tutor *and* teach a lesson. However, we also need extra people to tutor *only*. (Please note that the tutor-only pay is less than teaching *and* tutoring. What would you prefer?

I would prefer to...(circle one response)

Teach and Tutor or Tutor only

COMMUNITY SERVICE OR PAID COMMITMENT?

Teaching and tutoring at Breakthrough Cincinnati can be used for community service hours. If you choose to use them as community service hours, you will not get paid for those same hours. Students who teach *and* tutor will receive a \$600 stipend for working both semesters. Students who *only* tutor will receive a \$230 stipend for working both semesters.

I would prefer to...(circle one response)

Get Paid for Teaching/tutoring or Get Community Service Hours

LANGUAGE PREFERENCE

Some of our students may need to be tutored in Spanish, Latin, or French. Please indicate which language(s) you have taken in school, and for how many years.

Language	Number of Years/ Highest Level Taken	Are you comfortable tutoring in this language? Yes or No
	/	
	/	
	/	

TEACHING PREFERENCE *(only complete if you are applying to teach)*

1. Each week you will be teaching an academic enrichment lesson in one of two core subjects- math or Latin. Please put a **V** in one of the columns for each subject indicating your teaching preferences.

	I am excited to teach this subject	I could teach this subject, if necessary	I could not teach or do not want to teach this subject
Math			
Latin			

2. Think about how comfortable you would be teaching a lesson to a classroom of middle school students. There might be an opportunity to co-teach a lesson with another teacher in the same classroom. What would you prefer?

I would prefer to... (circle one response)

Teach by myself or Co-teach with another teacher or It doesn't matter to me

COMMITMENT (*all applicants complete*)

Teaching and tutoring students on a weekly basis is a big commitment. Teaching will require some preparation outside of work hours writing lesson plans and preparing materials for class, as well as high energy and enthusiasm in the classroom. Why are you interested in teaching and/or tutoring at Breakthrough during our School Year Program? What contributions would you bring to our community of learners? Please use this space to also discuss any previous experience you have working with kids. (150-300 words)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I agree and give consent to a background check conducted by Breakthrough Cincinnati upon my hire.

Signature: _____ Date: _____

Applications due by September 23, 2011. Please email, fax, or mail them to:

Breakthrough Cincinnati

6905 Given Rd

Cincinnati, OH 45243

Phone: 979-0339/ Fax: 527-7627/ Email: zayav@countryday.net