The Teaching Assistant program at Phillips Academy looks to give rising seniors, recent college graduates, and graduate students the opportunity to test their aspiration to become a teacher. Those applicants who will have earned their bachelor’s degree by June 15th of the current year will receive priority, though consideration will be given to applications from rising college seniors. (Teachers and TAs must be 21 before the student’s arrival to campus). No exceptions are made to this rule.

- Teaching Assistants (TAs) assist a mentor teacher in teaching two courses, which will equally meet for 1½ hours each day, five to six days a week.
- The TA’s experience is rigorous and thoroughly challenging. Phillips Academy requires superior performance of its teachers, TAs, and students alike.
- The (MS)² Summer Program is short (5 weeks for students; 6 weeks for faculty), very intense, and strongly academic.
- Every class and each syllabus is unique. It is fair to say that every TA will have a different experience, based on the needs of the course, the TA’s previous experience, and the expectations of the mentor teacher.
- For the classroom component, it can generally be assumed that teaching, supervising students, grading, photocopying, class planning, and researching material can be expected.
- For the residential aspect of the program, TAs live in a dormitory room (sharing bathroom facilities with other TAs), are on study hall duty every Sunday - Thursday during the session.
- TAs also chaperone social functions and off-campus trips, and are present during cultural sharing, graduation and other important (MS)² events.
- TAs receive remuneration of $3,200 plus meals (while the dining hall is open) and housing.

**Dates:** New faculty, including TAs, arrive on campus on June 26th, 2014 and depart after all of their end of term tasks are completed, but no later than August 5th 2014. For the 2014 Summer Session, students will arrive on campus on June 30th and depart on August 3rd.

**Application Procedures:** Before completing the application, please familiarize yourself with the program’s current catalog at our website: [www.andover.edu/MS2](http://www.andover.edu/MS2). Completed applications are reviewed and candidates are chosen until staffing is complete. While there is no specific deadline, applications received by January 30th will have a distinct advantage. The review of candidates will be on-going and will take place only when the following is received:

- A complete and accurate application
- A resume.
- Two letters of reference. One letter must be from the applicant’s immediate academic or work supervisor.
- An official undergraduate transcript.

*Please see reverse.*
Interviews and hiring: After completed applications have been read, a number of applicants will be contacted for an interview. Unfortunately, due to the large volume of applications we receive, only candidates who are scheduled for an interview will be contacted. Interview invitations will be extended by telephone or e-mail to you at your home or school. We will attempt to set a mutually acceptable date for the interview. Typically, interviews begin in January and continue through the early spring. When deciding to accept an offer of a position, applicants should be mindful of the limitations on one’s personal life that living and working with students in a residential, academic high school setting entails.

The Summer Session, in accordance with Phillips Academy’s policy, does not discriminate on the basis of race, ethnicity, religion, sex, age, sexual orientation, marital status, national origin, disability or veteran status in administration of its employment and educational policies.
FACULTY APPLICATION

☐ I am applying for a teaching position  ☒ I am applying for a teaching assistant position

In addition to this application, please forward to us a resume and at least two letters of reference from those very familiar with your work (preferably those who have supervised your work, not peers). Also, please submit on a separate sheet your answers to the questions on the back of this form. **Please note that in order to work with our age group of students all teachers and teaching assistants must be 21 by the time the students arrive to campus.

Name: ______________________________________________________________________________

FIRST                                                             MIDDLE                                                                                LAST
Preferred Name:________________________________ SKYPE Address:_________________________

Address where we may contact you now: ___________________________________________________________________________________________

City, State, Zip: __________________________________________________________________________________________

Telephone:__________________ Cell Phone:__________________  E-mail: ______________________

Where may we contact you after your school year ends if different from above? Please include date of change: _______________________________________________________________________________________

College: ___________ Major: ___________ Degree(s): _______ Year conferred/expected:_____

Graduate School: ______________________ Degree(s): ___________ Year conferred/expected:_____

Teacher certification: ______________________ Other certifications: _____________________________

Secondary school from which you graduated: ______________________City and state:________________

How did you hear about the Phillips Academy (MS)^2 Program? ________________________________

Subject area(s) in which applicant could TA:  (Please check all that apply)

Math_______ Biology_______ Chemistry_______ Physics_______ English_______ College Counseling_______

Are you legally eligible for employment in the US?  ☐ No  ☐ Yes

*Please note that if you are employed by Phillips Academy (MS)^2 Program, you will be required to submit proof of eligibility for employment in the United States, such as a birth certificate, Social Security card, passport, visa, etc.*

Are you also applying for an Andover regular session teaching position?  ☐ Yes  ☐ No

Are you applying for a regular session Teaching Fellowship position?  ☐ Yes  ☐ No
The (MS)² Program has limited TA and teaching positions open every year, many of the candidates end up not being interviewed. Would you like your application to also be considered for the Summer Session program which takes place at the same time as (MS)² on the campus of Phillips Academy?. [www.andover.edu/Summer](http://www.andover.edu/Summer)

☐ Yes ☐ No

Are you proficient in any language(s) other than English? Please specify language(s) and level of proficiency.

__________________________________________________________________________________

On a separate attachment, please answer the questions below:

1. Tell us a bit more about yourself and describe in more detail than your resume shows, any special experiences you have had working with adolescents in the following areas: Teaching, tutoring, coaching, counseling, multicultural education. Please note: you may include information on any volunteer work that you have done if it can be verified.

2. Phillips Academy is an intentionally diverse community admitting students and hiring faculty of all genders, races, sexual orientations, and national and ethnic origins. In your opinion, what is the true educational value of diversity? What contribution could you make to such a community?

3. How have you spent your last two summers?

4. A. For those applying for a Teacher position: Talk about your previous teaching, coaching, house counseling experiences; what you have enjoyed and what challenges you have faced. How do you think these have prepared you for working with adolescents in the Phillips Academy Summer Session?

   B. For those applying for a Teaching Assistant position: The Teaching Assistant program is designed and tailored for those who have an interest in working with adolescents in a school setting and are considering going into teaching. Tells us about your interested in teaching and working with teenagers? Tell us about what activities, classes, clubs, sports or organizations are you or have you been involved with that you think make you a good candidate to be a teaching assistant in the Phillips Academy Summer Session. Please be specific.

5. For applicants with no boarding school experience: House counselors (teachers and TAs) live in the dormitory for the entire session and are on primary duty in the dorm at least two nights a week and three weekends during the summer. The job is extremely rewarding and fun but it also entails a lot of hard work. It offers few on-campus social opportunities for adults and is consequently a radical transition from life outside a boarding school. Our rules reflect the fact that you are living among high school students; therefore, no alcohol may be consumed in front of students, no smoking is permitted on campus and visitors of the opposite sex are not permitted above the first floor of the dormitory. Please tell us why you seek this opportunity in spite of its intensity and lack of emphasis on adult social opportunities?

6. What are your plans for the upcoming school year?
TO APPLICANTS FOR EMPLOYMENT AT PHILLIPS ACADEMY:

UNDER MASSACHUSETTS LAW it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. Phillips Academy is committed to a policy of Equal Opportunity Employment and non-discrimination in the treatment of employees or applicants for employment without consideration of race, ethnicity, religion, sex, age, sexual orientation, marital status, national origin, handicap or veteran status.

- Should I be employed by Phillips Academy, I understand that my employment is for the period of June 26 through August 5, 2014, and is subject to termination at any time at my or the academy's option with or without cause and with or without notice.

- Should I be employed by Phillips Academy, I agree to comply with all policies, rules, regulations and procedures of the academy. I understand that the academy has the right to change its policies, rules, regulations and procedures at any time, at its sole discretion.

- I am acquainted with the description and required qualifications of the position for which I am applying and I believe I am qualified and I know of no reasons why I cannot perform all the functions of the job described.

- I certify that all of the statements made by me in this application and in the course of the application process are true and complete and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that any falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal.

___________________________________________     __________________________    __________
NAME    (Please Print)                                                    SIGNATURE                             DATE