

Application for Sun Valley Community School Teacher Training Academy 2021-22

***Applications are accepted and reviewed on a rolling basis through the final
deadline of March 28, 2021.***

Application Requirements:

A candidate for the Sun Valley Community School Teacher Training Academy (TTA) Program needs to complete all of the following requirements and send them electronically to the TTA Administrator. All requirements must be included in order for **the application to be complete and ready for revision by the hiring committee.**

1. A professional cover letter to the TTA Administrator expressing your interests in the internship and the school.
2. A detailed resume that includes your employment, education, certifications, and interests.
3. Two or more letters of recommendation, one from an employer and one from an educator or college professor who knows your work.
4. College transcripts (only legible copies accepted).
5. This application, typed, completed, signed, and dated.

Please make sure that your documents are in a format easily accessible to others, such as a PDF.

Personal Information

Name: _____

Email: _____

Phone: _____

Please list video chat preference and communication information:

Questions:

1. How did you hear about the Teacher Training Academy?

2. List three adjectives that describe you.

3. Do you have any experience working and living in a residential setting with children or adolescents? If so, please describe.

Essay Questions: Please type one to two-paragraph responses to the questions listed below.

1. Why are you interested in becoming an intern and what do you hope to gain through a year in the Teacher Training Academy at Sun Valley Community School? Please include any relevant information regarding your interest in teaching and beliefs about children and education.

2. Describe a situation where you were dealing with children/people and you had to be flexible, think on your feet, and solve problems (large and/or small).

3. If you had five free hours where you live and work, what would you do and why?

Sun Valley Community School TTA Internship

The internship is an exceptional opportunity to explore working with a wide variety of students and age groups, as well as various mentor teachers with different teaching styles. The TTA administrators place interns in **at least two different divisions** (Elementary, Middle, and Upper School) during the course of the school year.

Please rank your preferred grade levels for internship (1 = first choice; 2 = 2nd choice; 3

= 3rd choice; NP = no preference). Note that **all internships** have a split focus of teaching/tutoring and working as a dorm parent. Please refer to the [Program Specifics](#) for details of the internship.

Early Childhood Center (ages 2 to 5 years)

Elementary grades K-5

Middle School grades 6-8

Upper School grades 9-12

Outdoor Program (preK-12)

Please list subject areas that you would like to teach or want to try to teach:

I am interested in a:

- ☐ one year internship (typical experience)
- ☐ two year internship and enrollment in Master Degree program
- ☐ undecided/not sure

Interviews

Once you complete and submit this application and all required documents, the Sun Valley Community School TTA Administrator will contact you to let you know the progress of your application. The next step in the application process will be video chat interviews with a select group of semifinalists combined with reference checks. After the video chat interviews, the school will notify each of the semifinalists about the next step in the process. Sun Valley Community School encourages finalists to visit the school and interview in person at the candidate's expense. Following the video chat interviews, finalists will receive paperwork to complete for a criminal background check, which is standard for all work with children. Once the school receives the results of your criminal background check, final notice of acceptance to the 2020-21 TTA Cohort will be sent with a contract of employment. Applications are accepted and reviewed on a rolling basis. The final deadline for application submission is **March 28, 2021**.

Application materials must be sent electronically. Please send materials to:

Nancy Parsons-Brown and Janet Salvoni
Teacher Training Academy Administrators
Sun Valley Community School

nparsons@communityschool.org and jsalvoni@communityschool.org

Working Timeline

This is the **tentative** timeline, with additional details to be added later:

January - April

- * Applications accepted and reviewed on a rolling basis, until March 28
- * Initial review of applicants as materials are received
- * Video chat interviews for select candidates scheduled by early April

Mid-April - May

- * School calls references of select candidates
- * Application review and follow-up contact by school's administration
- * Finalists selected and internship offers extended
- * Finalists must send in the background check paperwork
- * School sends interns their contract of employment

August

- *Monday, the third week of August - Teacher Training Academy Orientation starts, including internship, school programs, outdoor program, and residential life orientations
- ***Please note that all interns must arrive before the first Monday of the third week of August!**
- *Monday the fourth week of August - back to school faculty meetings for all
- *Monday, the last partial week of August - first day of school

May

- *Teacher Training Academy Portfolio Presentations

June

- * First Sunday in June - Sun Valley Community School Graduation
- * The school year concludes for faculty and interns on the Thursday after graduation.

Final Statements

I, _____, hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize the Community School (Teacher Training Academy) to investigate any aspect of my prior educational and employment history.

Furthermore, I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment at any time and for any reason not prohibited by state or federal law.

Signature _____ Date _____

Sun Valley Community School is an equal opportunity employer. The school encourages, seeks, and will employ applicants the school deems qualified for the position sought, regardless of age, ethnic background, nationality, race, religion, sexual orientation, gender identification, or physical ability, with reasonable accommodation to fulfill the responsibilities of the position.