



SUMMER INSTRUCTOR

\$1000 *Rate for six weeks

Position Dates: June 25-August 3, 2012

(Anticipated pay rate; all California wage and hourly laws will be followed)

General Description:

Summer Instructors are responsible for teaching during Upward Bound's six-week summer component. Instructors teach in the following subject areas: Algebra I, Geometry, Algebra II/Trig, Pre-Calculus, Calculus, General Science, Biology, Chemistry, English I, English Composition, English Grammar and Literature.

Primary Objective:

Prepare students in subject areas they may be enrolled in during the upcoming academic year with a focus on learning study skills that will help students succeed in their classes.

Secondary Objective:

Motivate students toward college and assist in building their self-esteem and sense of achievement.

Duties:

- Develop curriculum according to Upward Bound program guidelines for assigned class.
- Design class with subject matter that reflects current high school content as specified in CA Department of Education curriculum frameworks.
- Instruct a minimum of six hours per week to a maximum of 20 hours per week (depending on subject area).
- Proven ability to instruct and respond in an appropriate manner with a diverse population of students.
- Proven ability to collaborate with an assigned Teaching Assistant for positive student outcomes.
- Provide or make arrangements for curriculum materials such as textbooks, readers or instructional aides for student participants.
- Become familiar with and follow Upward Bound summer policies and procedures.
- Develop and administer **pre and post-testing** to students at the beginning and end of the summer program.
- Prepare and submit **daily homework assignments**.
- Prepare and submit **missing homework assignment** sheets.
- Prepare and submit **attendance** sheets on a daily basis.
- Submit **progress reports** on each student's performance on a weekly basis or as necessary.
- Provide the Upward Bound Director any pertinent records or information regarding any student in your class(es).

- Provide the necessary class coverage and lesson plans to the Director and Tutor/TA in the event of your absence.
- Possess a thorough understanding of the Upward Bound Program's overall goals and assist with a program of study that will promote success and generate confidence for students.

Qualifications:

- B.A. or B.S. degree in the subject you will be teaching preferred.
- Appropriate California credential plus one year of classroom experience *preferred*.
- **Qualified teaching credential candidates, graduate students and upper division undergraduate students may apply.**
- Proficiency in teaching students from backgrounds traditionally underrepresented in postsecondary education.
- Instructors must be committed to Upward Bound's goals and objectives and exhibit qualities necessary for working with students and parents.
- Selected applicants will be fingerprinted.

Important Dates:

- March 16, 2012: Position Closes/Application Review Begins
- June 22, 2012: Training Session (Time TBD)
- June 18, 2012: Summer Classes Start
- July 27, 2012: Summer Program Ends

How to Apply:

Download the employment application from our website located at

www.sas.calpoly.edu/ub/jobpost.html Return the completed application to Student Academic Services Cal Poly, Building 81. If you have any questions please call (805) 756-2301 and ask for Stephany Martin or Luis Gonzalez.

Application Deadline: March 16, 2012 5:00 p.m.

*Rate will be broken into three payments paid bi-weekly. Payment will be reviewed with actual hours worked to ensure compliance with all federal and state wage and hour laws for minimum wage and overtime compliance.