Upward Bound
Summer Instructional Specialist

Responsibilities: Assist students in adjusting to campus and Upward Bound Summer Program.
- Attend Upward Bound summer teacher meeting June 15, 2015
- Participate in Upward Bound student orientation session Friday, June 19, 2015
- Attend weekly staff meetings (TBD)
- Develop summer curriculum based on program objectives
- Teach daily class including: review, basic concepts and vocabulary, and preparation for success in fall
- Provide a copy of classroom schedule or syllabus and daily class reports
- Administer a pre and post test
- Complete a weekly summer progress update for each student
- Submit letter grades after second and fourth weeks; final grades after fifth week
- Use Desire2Learn; Attend Desire2Learn Training
- Attend and participate in graduation ceremony on Thursday, July 30, 2015, at 6:00 p.m.
- At the end of summer write a personalized letter to each student in your class offering summer feedback and fall encouragement
- Complete evaluation and participate in meeting with program director
- Individuals may perform other duties assigned

Expectations of Summer Instructional Specialist:
- Create an environment where respect for self and others is modeled and expected
- Work closely with classroom aide/tutor and Upward Bound staff
- Exceptional organizational, motivational and communication skills
- Have a positive attitude; be dependable and professional
- Handle confidential materials and information
- Ability to assume responsibility, deal effectively with problems and exercise good judgment when making decisions

Minimum qualifications include:
- Bachelor’s degree required. Master’s degree and secondary teacher certification preferred
- Successful teaching experience required, 3 years preferred
- Demonstrated ability to develop innovative, humanistic, and academically rigorous courses
- Ability to work with students from rural, multicultural, English as a Second language, first generation and/or low income backgrounds
- Ability to work effectively with minimal supervision; previous experience in planning and coordinating curriculum

Salary range:
$22 to $25 per class/prep hour depending upon degree and experience

Background Verification:
If offered a summer position you will need to complete a criminal background check

To apply for this position, please submit:
1. A letter of application, including the class/classes you are applying to teach
2. Resume or curriculum vitae
3. A copy of your professional licensure or certification
   a. If recently graduated or soon to graduate, an official transcript can be substituted