

# **TEACHER POSITION**

## **2021 Summer Instructional Academy**

### **June 1-July 31, 2021**

The **TRIO Upward Bound College Prep Academy** is searching for energetic, creative, and self-motivated **Teachers** for its 2021 Summer Instructional Academy. TRIO Upward Bound is 100% funded by the federal government, provides fundamental support to participants to succeed in their precollege performance and ultimately in their higher education pursuits. We attempt to offset academic deficiencies and certain environmental deficiencies through the provision of tutorials, classroom instruction, and educational and cultural activities. Students, who participate in the Upward Bound Summer Instructional Academy, reside in a residence hall on the University of Illinois at Urbana-Champaign campus and attend classes daily for a period of six weeks.

This is a part-time position. All Teachers report to the Assistant Director for TRIO Upward Bound. The Teacher has the overall responsibility for the preparation of lesson plans and instruction for the class. The average class size consists of 15 students. The Teacher is also responsible for administering weekly progress reports and assessments.

The Teacher will also be responsible for presenting a detailed syllabus and lesson plans to administration prior to the advent of the Summer Instructional Academy. Teachers will provide project/skill-based curriculum in the specified area to support the students in enhancing their academic knowledge. Teachers are to attend weekly meetings.

#### **ANTICIPATED INSTRUCTOR POSITIONS AVAILABLE**

**Math:** Personal Finances, Economics, Fundamental Mathematics

**English:** Creative Writing/Writing Composition

**Science:** Food & Nutrition, Environmental Science, Personal & Community Health

**Liberal Arts:** Psychology, Social Justice, Urban Planning

**Enrichment:** Freshmen Seminar

#### **RESPONSIBILITIES**

- Prepare lesson plans and syllabi and provide classroom instruction for a duration of 1-2 hours daily for approximately 15-20 students.
- Develop course design, content and selecting materials.
- Prepare pre and post-tests to be administered during the first and final week of the summer session.
- Complete midterm and final evaluations on every student.
- Complete and return daily attendance sheets and homework log sheets on a daily basis.
- Develop a rapport with the Teaching Assistant to allow for a team approach in the classroom.
- Prepare students in subject areas they may expect to encounter during the upcoming academic year with a focus on learning study skills that will help students succeed in these classes.
- Motivate students toward college and assist in building their self-esteem and sense of achievement.
- Attend weekly faculty/staff meetings.

#### **CHARACTERISTICS OF DESIRED TEAM MEMBER**

- Honest and loyal
- Student centered, compassionate, outcomes-oriented, energetic
- Respectful and appreciative of diversity and inclusion
- Commitment to teaching culturally diverse students
- Innovative and forward thinking
- Patient and approachable
- Organized, reflective, focused, disciplined
- Flexible, adaptable to change with ease

## **REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, AND SKILLS**

- Bachelor's Degree in subject area and recent teaching experience.
- Certification is strongly desired
- Excellent oral and written communication skills.
- Excellent problem-solving skills.
- Experience working with economically challenged/first generation college bound students.
- Awareness of the various teaching styles.
- Preference will be given to applicants who have previous teaching experience with Upward Bound, the University of Illinois at Urbana-Champaign, or in a high school setting.

## **DESIRED EXPERIENCES**

- Working with first-generation, TRIO, or U.S. historically underrepresented individuals.

**SALARY RANGE:** \$20.00 per hour for 13 hours a week during the duration of the summer program.

## **BACKGROUND CHECKS**

These are security-sensitive positions; therefore, the chosen candidates are required to pass an extensive background check prior to starting the position. Background checks will be required for individuals employed previously by Upward Bound and/or who work in other areas of the University of Illinois at Urbana-Champaign.

## **IMPORTANT DATES:**

**Staff Orientation and Training Sessions:** June 1-3, 2021

**Student and Parents Orientation:** June 14, 2021, 6:00pm-7:00pm

**Position Dates:** June 1- July 30, 2021

## **APPLICATION DEADLINE**

*Applications will be reviewed, and interviews may be conducted immediately and will continue until suitable candidates are identified. To ensure full consideration, please submit your materials by **Friday, March 31, 2021.***

## **PROGRAM WEBSITE**

<http://www.omsa.illinois.edu/programs/TRIO/upward-bound/>

## **STUDENT AFFAIRS DIVERSITY STATEMENT**

[http://www.omsa.illinois.edu/DOCS/Diversity\\_SA.pdf](http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf)

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)).