

DATE POSTED:	January 2017
POSITION:	CSUN Upward Bound (TRiO) Summer Instructor(s) (Algebra II, Geometry, Math Analysis/Pre-Calculus, Calculus, Biology, Chemistry, Physics, Composition/Literature)
SALARY RANGE:	\$30 per hour of instruction, plus three (3) hours of prep time a week
APPLICATION REVIEW:	February 20, 2017
PROGRAM/DEPARTMENT:	CSUN – TRiO UPWARD BOUND PROGRAM

PROGRAM DESCRIPTION:

Upward Bound at California State University, Northridge is a federally funded TRIO program (U.S. Department of Education) that provides educational assistance; academic advisement; college and career planning; educational and cultural fieldtrips; and tutoring to low-income, first generation high school students.

The six week summer program consists of intense academic, motivational, cultural, career and social activities. Participants are given direct exposure to the demands of college living; have the unique opportunity to increase awareness; and learn to respect people of different cultural/ethnic backgrounds. The most vital aspect of the summer program is that participants prepare for the rigor of college study by facing academic challenges beyond what is presented in traditional public high schools. Upward Bound participants are uniquely chosen to participate in the program and have been selected for their motivation to succeed in school and attend post-secondary education. All participants are from low income and/or first generation backgrounds.

QUALIFICATIONS:

- Bachelors degree in the appropriate discipline for high school coursework
- Minimum of two years' experience teaching at a secondary level
- Preferred: credential or emergency credential; or two years teaching experience in a high school setting and/or college level
- Discipline focused in English, Science, Technology, Engineering, and Mathematics (STEM) highly encouraged to apply
- Ability to work with low-income, first generation high school students
- Must agree to and satisfactorily complete a criminal records check

RESPONSIBILITIES:

Under the general supervision of the Director of TRIO programs, Assistant Director of TRIO programs, and Program Coordinator, the specific duties and responsibilities of the Summer Instructor shall include, but are not limited to the following:

- Develop and plan a six-week summer course for high school students in accordance with California Content Standards
- Prepare and submit: subject syllabi, weekly lesson plans, and weekly participant evaluation reports
- Provide an assessment of participants' academic strengths, progress and recommendations for further improvement
- Assign a midterm and final letter grade with brief written evaluation of participants' academic strengths and weaknesses

- Assist students in achieving a better understanding of specific subject material and improvement in academic capabilities in designated areas
- Maintain neat, up-to-date, accurate, and complete records of student progress
- Meet with Director of TRIO programs, Assistant Director of TRIO programs, and/or Program Coordinator to ascertain participants' progress as it relates to comprehension of course material and address any concerns; weekly or bi-weekly
- Responsible for general safety and welfare of Upward Bound participants
- Implement and enforce all Upward Bound Program rules with each participant fairly
- Meet with tutor assigned to course daily/weekly
- Additional duties may be assigned

REQUIREMENTS:

Candidate must be available to attend training (May 15-19, 2017, tentatively) prior to the summer program and work from June 13, 2017 – July 14, 2017 and July 21, 2017.

Resumes/C.V. along with letter of interest will be accepted until all positions are filled. First review of applications will be February 20, 2017.

Please note the following:

- *A criminal records check must be completed satisfactorily before any candidate can be offered a position with the University in a Camp and/or Clinic.*
- *Failure to satisfactorily complete the criminal records check may affect continued employment of employee who apply for the position.*

Send Resume/C.V. and Letter of Interest to:

CSUN Upward Bound Program
California State University, Northridge
18111 Nordhoff Street,
Northridge, CA. 91330- 8212

Email to upwardbound@csun.edu or fax to (818) 677-4922

Any questions regarding this position can be directed to: upwardbound@csun.edu or (818) 677- 2515