

Middle Georgia Center for Academic Excellence:

TRIO Upward Bound & Upward Bound Math & Science

SUMMER MATH & SCIENCE INSTRUCTOR

BASIC FUNCTION AND RESPONSIBILITY

To create and teach an engaging Mathematics and Science course to high school students in the Upward Bound summer program. Each course meets from 8am-12pm per day Monday-Thursday, on the campus of Middle Georgia State University. Upward Bound will also have weekly educational and fun Field Trips on Fridays. Instructors/tutors may also be responsible for supervising assigned study halls and chaperoning field trips.

TRAINING: May 29-30, 2018 for Teachers
May 31, 2018 for Tutors

SCIENCE: June 4-7, 2018 (UB: Biology, Chemistry, Physics)
June 25-28, 2018 (UB Math & Science: Biology, Chemistry, Physics)

MATH: June 11-14, 2018 (UB: Algebra, Algebra II, Pre-Calculus)
June 18-21, 2018 (UB Math & Science: Algebra I, Geometry, Algebra II)

TECHNOLOGY: June 18th-21st, 2018 (UB)

ACT PREP: June 25th- June 28th (UB)

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Instructional duties:

- Create an engaging grade-level appropriate math and science course curriculum and syllabus for each course taught. Courses should include career exploration in fields related to math and science.
- Effectively implement curriculum developed for each course, utilizing a variety of teaching techniques, including cooperative learning approaches, interactive labs, and computer interactive technologies.
- Instruct students in specific study and logic strategies for math and science.
- Familiarize students with college expectations unique to the study of math and science.
- Develop and administer a course-specific pretest and posttest, and deliver data to Program Coordinator upon completion of the course.
- Develop and implement math and science-themed field trip to compliment course material.

Other duties:

- Facilitate structured study time during the day before or after class meetings.
- Alert Project Coordinator to student issues as they arise.
- Attend Upward Bound staff orientation and training sessions during the summer.
- Attend weekly Upward Bound staff meetings as needed.
- Other duties as assigned.

SUPERVISION RECEIVED

Math and science instructors receive functional supervision from the Program Coordinator. The Upward Bound Project Director maintains administrative supervision over all summer program staff.

QUALIFICATIONS

Required:

- Bachelor's degree
- Ability to employ a variety of teaching strategies, including cooperative learning
- Ability to teach the reasoning process involved in the study of math and science
- Ability to handle multiple assignments, conflicting demands and priorities

DESIRED:

- Current certification to teach math or science at the secondary level
- Experience teaching math or science to high school students
- Experience incorporating computer technology into teaching and learning
- Experience working with students from low-income backgrounds, multiethnic backgrounds, and/or who are potential first-generation college graduates

SALARY RANGE

\$25-\$30/hour for teachers

\$1,200 for tutors for the summer (UB)

Compensation for UB Math and Science will be discussed on an individual basis.

Applicants may apply to teach up to **three** courses. Employee training stipend included in salary; attendance at staff training is required. Position may include optional evening and weekend activities.

NON-NEGOTIABLE TRAINING DATES AND DUE DATES

May 21, 2018: Final Curriculum and Supply List Due Via Email

May 29-30, 2018: Classroom Teaching training

May 31, 2018: Tutor training

Applications are due on May 7, 2018.

Applicants may obtain a paper version of the application by visiting 821 Walnut Street, Macon, GA or calling/emailing Upward Bound at the below contact information.

An on-campus interview will be required. If you have questions, please call Upward Bound at (478) 621.5342 or email ubmathscience.mgcae@gmail.com

Employment at Middle Georgia Center for Academic Excellence is subject to verification of an applicant's identity and eligibility for employment as required by immigration laws. If hired, you will be asked to provide evidence that you are legally permitted to work in the United States. This must be completed within **three** business days of starting your employment. The Middle Georgia Center for Academic Excellence values diversity among students, faculty, and staff and believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at the Middle Georgia Center for Academic Excellence. The Middle Georgia Center for Academic Excellence is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.

Appropriate background checks (e.g. criminal background and credential checks) will be conducted.