

Job Description: Upward Bound Summer Instructor - English/Composition

Position Type: Contract Employee, up to 15 hrs per week for 7 weeks, June 3-July 12

Reports to: Director of Upward Bound

Pay Rate: \$22/hr

About Upward Bound:

Upward Bound at Ivy Tech Community College is a college preparatory program providing educational, social, and cultural experiences to Muncie Central high school students in order to help them develop in character, scholarship, and leadership.

For more information, visit upwardboundivy.com

Job summary: UB Summer Instructors will provide content instruction and program support during the Upward Bound Summer Academy, which runs from June 10 – July 12. Summer instructors will be responsible for creating an engaging summer curriculum in their content area. Upward Bound’s summer program is focused on providing unique learning experiences for students, so creative classes that are activity-based and involve hands-on learning are encouraged.

Will report to the UB Director. Instructors will work collaboratively with the Director to develop a creative and responsive curriculum that meets the needs of Upward Bound students. In addition to class time and prep time, instructors may also be asked to assist with other aspects of the UB summer program, including developing educational games and activities for college interns to lead during non-class time.

Major Job Responsibilities:

- Create syllabi, weekly lesson plans, pre-tests, and post-tests for at least two classes in your subject area. Students will be in grades 9-12.
 - English classes must include some study of Greek/Latin roots and SAT vocab words.
- Assign student grades and update students and director on student progress every 2 weeks. Advise students, parents, and director of unsatisfactory progress or participation.
- Encourage positive student interactions and remind students of the rules and expectations for participating in Upward Bound. Assign merits and demerits as needed.
- Work with Upward Bound staff to create a supportive and uplifting learning environment that acknowledges the inherent value, talent, and potential of each student.
- Maintain student records, attendance, track grades, and/or other documentation as required.

Minimum Qualifications:

- Bachelor’s degree with at least nine credit hours in education or a specific content area OR 3-5 years related educational and content-area experience.
- Excellent human relations and communication skills.
- Proven knowledge and experience with disadvantaged populations.
- Ability to use technology in classroom instruction.