

Neosho County Community College

Upward Bound Summer Program

Academic Instructor Job Description

The Upward Bound Summer Program is looking for 5 instructors to teach high-school-level academic subjects: **Composition, Literature, Science, Math, & Spanish**. This is a seasonal position beginning May 30, 2023, and ending June 29, 2023. A Bachelor's degree and teaching certification is required. At least three years of experience teaching high school students (grades 9 – 12) is preferred. Pay amount is \$2,800.

Instructor Expectations

1. Be a positive role model for UB participants.
2. Help participants to develop academic, motivational, personal, and leadership potential.
3. Encourage students to be self-confident, independent learners.
4. Classes are taught Monday-Thursday, except for the first week where there are no classes on Monday, May 29th (Memorial Day) so classes the first week are taught Tuesday through Friday. Each class will be repeated every other day (M/W/F or Tu/Th).
5. Develop innovative, student-centered lesson plans to enrich student skills during the five weeks.
6. Students will be split into 2 or 3 Levels. The material taught in Level 2/3 should be slightly more advanced than the material in Level 1 but can be very similar.
7. Create and administer a Pre-Test to be given during Week 1, and a Post-Test to be given during Week 5. This test should determine improvements in student comprehension.
8. Monitor student progress throughout the course and update the UB Staff several times a week with student grades via Google Classroom.
9. Curriculum content should be based on knowledge and skills required to pass the [Kansas Assessment Program](#) at the proficient level or higher and successfully complete the [college preparatory curriculum](#) recommended by the Kansas Board of Regents.
 - a. **Literature & Composition:** focus primarily on the Kansas Assessment [vocabulary](#) and helping participants develop their writing skills. [Kansas ELA Standards](#)
 - b. **Math:** emphasize becoming familiar with graphs, tables, and charts as well as ACT math prep. [KS Math Standards](#)
 - c. **Spanish:** include listening to, reading, and speaking the language. [KS Standards for World Languages](#)
 - d. **Science:** include several hands-on activities, including laboratory and fieldwork. [Science Standards](#)
10. Attend a staff orientation meeting before the summer program and any other staff meetings.
11. Work in conjunction with a paraprofessional in your classroom.
12. Submit copy requests/supply requests in advance.
13. Notify the UB office in case of sickness or absence (24 hours in advance, if possible).
14. Submit all required paperwork on time.
15. Show patience and interest in all UB students.
16. Cooperate and collaborate with other summer UB instructors and staff.
17. Be available to work all of your scheduled class times from May 30-June 29, 2023. (a substitute may be allowed with prior notice and UB staff permission.)
18. Be flexible, cooperative, and creative, and keep a sense of humor.
19. Facilitate student learning in the classroom
20. Creatively present classroom instruction, using multimedia during instruction.
21. Keep up-to-date records on attendance
22. Be willing to assist UB Staff with activity setup as needed.
23. Other duties as assigned and hours are subject to change.

To apply, complete the following:

1. NCCC Application

(<https://www.neosho.edu/Portals/0/Employment%20Application.pdf>)

2. Upward Bound Online Application

(<https://forms.gle/gDJ1wGz3K5L2LHkY6>)

3. Submit the following to NCCC HR Director, Karin Jacobson (hr@neosho.edu)

-NCCC Application

-Resume

-Unofficial Transcript(s)

-Cover Letter

For Additional Information Contact:

Chelsie Harris

Administrative Assistant

620-431-2820 Ext 504

charris@neosho.edu

Non-Discrimination: NCCC is an EOE/AA employer. The current non-discrimination policy can be found at <http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>.

The Upward Bound Program at Neosho County Community College (NCCC) is 100 percent federally funded by the United States Department of Education with an annual budget of \$297,601.00 to serve 55 students. Grant Award # P047A221025.