

Neosho County Community College
Upward Bound Summer Program
Teacher's Assistant/Paraprofessional Job Description

The Upward Bound Summer Program is looking for 2 Teacher Assistants (TAs) to assist in the teaching of 5 high-school-level academic subjects: **Literature, Composition, Science, Math, & Spanish**. This is a seasonal position beginning May 30, 2023, and ending June 29, 2023. A high school diploma and at least 2 years of study at an institute of higher education are required. At least three years of experience working with high school students (grades 9 – 12) and an Associate's Degree are preferred. Pay amount is \$1,800.

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. Help the instructor monitor student progress in the classroom.
5. Work with the other TA to divide up who will be responsible for which Level. TAs will follow this Level to all 5 academic classes and to study hall twice a week.
6. 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).
7. Students will be split into 2-3 Levels. The material taught in Level 2/3 will be slightly more advanced than the material in Level 1.
8. Monitor student progress throughout the course and update the UB Staff several times a week with student grades via Google Classroom.
9. Keep up-to-date records on attendance and submit them to UB staff daily.
10. **Provide individual assistance/tutoring to students during each class period and study hall.**
11. Take notes on class materials. When a student is absent, work with them individually to go over missed materials and homework.
12. Attend a staff orientation meeting before the summer program and any other staff meetings.
13. Work in conjunction with the academic instructors in their classrooms.
14. Submit copy requests/supply requests in advance.
15. Notify the UB office in case of sickness or absence (24 hours in advance, if possible).
16. Submit all required paperwork on time.
17. Show patience and interest in all UB students.
18. Cooperate and collaborate with all other UB staff & NCCC staff
19. 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.)
20. Be flexible, cooperative, and creative, and keep a sense of humor.
21. **During Study Hall, work with students that need extra assistance. Be available to help with material from any subject and help students in any Level (if the material is similar.)**
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.