The University of Iowa TRIO Upward Bound Project

SUMMER ACT PREP INSTRUCTOR

BASIC FUNCTION AND RESPONSIBILITY
To actively provide rising 10th, 11th and 12th grade students with academic instruction on strategies appropriate to taking the ACT Assessment Test, including but not limited to:

- Procedures to follow when taking the exam
- The types of questions to expect on the exam
- Suggestions/strategies on how to approach questions
- General test-taking strategies

The summer program ACT Prep courses will be taught in a Tuesday/Thursday format. Each class period will last 60 minutes (a total of 120 instructional minutes per week).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Instructional duties:
- Use provided ACT materials to prepare daily block/lesson plans that include test prep mini lessons and computerized ACT practice.
- Create and proctor course pre/post-test and deliver data to Educational Specialists upon completion of course.
- Update grades on University’s course management system (ICON) by Friday of each week.

Other duties:
- Attend Upward Bound staff orientation, training sessions, and weekly staff meetings.
- Alert Project Director and Educational Specialists to student issues as they arise.
- Other duties as assigned.

SUPERVISION RECEIVED
The ACT instructor receives functional supervision from the Upward Bound Educational Specialists. The Upward Bound Project Director maintains administrative supervision over all summer program staff.

QUALIFICATIONS

Required:
- Bachelor’s degree
- Ability to handle multiple assignments, conflicting demands and priorities

Desired:
- Experience teaching test preparation
Upward Bound Summer ACT Prep Instructor

- Experience teaching high school students
- Experience working with students from low-income backgrounds, multiethnic backgrounds, and/or who are potential first-generation college graduates

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

**SALARY RANGE**

$1,000- $1,500 for five weeks of service

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:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>May 27</td>
<td>Final Curriculum and Supply List Due Via Email</td>
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<tr>
<td>June 6th or 8th</td>
<td>All Staff Training</td>
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<tr>
<td>June 27th - July 29th</td>
<td>Classroom Teaching</td>
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<td>Weekly Staff Meetings</td>
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Applications are due on March 18, 2016.

Applicants may apply online at [http://diversity.uiowa.edu/ub](http://diversity.uiowa.edu/ub) or obtain a paper version of the application by visiting 24 Phillips Hall or calling or emailing Upward Bound at the below contact information.

An on-campus interview will be required. If you have questions, call Upward Bound at (319) 335-6708 or email upward-bound@uiowa.edu

If you need an accommodation in order to apply for this position, please contact the Office of Equal Opportunity & Diversity by phone at (319) 335-0705 or (319) 335-0697 (TDD) or send an email to diversity@uiowa.edu.

Employment at the University of Iowa 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 3 business days of starting your employment.

The University of Iowa 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 University of Iowa.

The University of Iowa 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.