The University of Iowa TRIO Upward Bound Project

SUMMER MATH INSTRUCTOR

BASIC FUNCTION AND RESPONSIBILITY
To create and teach an engaging Mathematics course to high school students in the Upward Bound summer program. Each course meets three hours per week in a Monday, Wednesday, Friday format to simulate the structure of a college course (180 instructional minutes per week). Instructors may also be responsible for supervising assigned study halls.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Instructional duties:
- Create an engaging grade-level appropriate math course curriculum and syllabus for each course taught. Courses should include career exploration in fields related to math.
- 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.
- Familiarize students with college expectations unique to the study of math.
- Develop and administer a course-specific pretest and posttest, and deliver data to Educational Specialists upon completion of the course.
- Develop and implement math-themed field trip to compliment course material.
- Update grades on University’s course management system (ICON) by Friday of each week.

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

SUPERVISION RECEIVED
Math instructors receive functional supervision from the Educational Specialists. 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
- Ability to handle multiple assignments, conflicting demands and priorities

Desired:
- Current certification to teach math at the secondary level
- Experience teaching math 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

$1,200-$1,800 (per course) for five weeks of service

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 26 | Final Curriculum and Supply List Due Via Email |
| April 29 or TBD early June | All Staff Training |
| June 26 - July 28 | Classroom Teaching |
| | Weekly Staff Meetings |

Applications are due on March 6, 2017.

Applicants may apply online at http://diversity.uiowa.edu/employment-opportunities or obtain a paper version of the application by visiting 24 Phillips Hall 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 (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.