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 ACT Seminar will be taught in either a Tuesday/Thursday format or Mon/Wed/Fri format. Each class period will last 60 or 90 minutes (for a total of 180 instructional minutes per week).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
Instructional duties:
- Use ACT materials (ACT Mastery Prep) to prepare daily block/lesson plans that include test prep mini lessons and computerized ACT practice.
- Update staff with student’s progress 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
- Experience teaching high school students
Upward Bound Summer ACT Prep Instructor

- 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

$1,200- $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:

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 25th</td>
<td>Final Curriculum and Supply List Due Via Email</td>
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<tr>
<td>June 20th</td>
<td>All Staff Training</td>
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<tr>
<td>June 23</td>
<td>Summer Program Kickoff Picnic</td>
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<tr>
<td>June 25 - July 27</td>
<td>Classroom Teaching and Weekly Staff Meetings</td>
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Applications are due on February 23, 2018.

Applicants may apply online at [http://diversity.uiowa.edu/employment-opportunities](http://diversity.uiowa.edu/employment-opportunities) 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

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.