The University of Iowa TRIO Upward Bound Project

SUMMER FOREIGN LANGUAGE INSTRUCTOR

BASIC FUNCTION AND RESPONSIBILITY
To create and teach an engaging foreign language course to rising 10th, 11th and 12th grade students in the Upward Bound summer program. Each course will meet T/TH or M/W/F format to simulate the structure of a college course. Each class period will last 60/90 minutes (a total of 180 instructional minutes per course). Instructors may apply to teach multiple courses.

CHARACTERISTICS AND RESPONSIBILITIES

Instructional duties:

• Create an engaging grade-level appropriate foreign language course curriculum and syllabus for each course taught. Courses should include career exploration in fields related to foreign language.

• Effectively implement curriculum developed for each course, utilizing a variety of teaching techniques, including cooperative learning approaches, interactive labs, and computer interactive technologies.

• Develop and administer a foreign language pretest and posttest, and deliver data to Educational Specialists upon completion of the course.

• Organize a cultural dinner on a Wednesday evening to educate all summer participants on the culture surrounding the language of instruction.

• Update grades on University’s course management system (ICON) by Friday of each week.

Other duties:

• Facilitate structured study time during the day 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.

• May help implement pre-planned half-day activities on Fridays (field trip and/or speaker).

• Other duties as assigned.

SUPERVISION RECEIVED
Foreign language instructors receive 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
• Ability to employ a variety of teaching techniques and strategies

Desired:
• Current certification to teach foreign languages at the secondary level
• Experience teaching foreign languages to high school students
• Ability to teach the reasoning processes involved in foreign language acquisition
• Experience incorporating computer technology into teaching and learning
• Experience teaching 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-$1,800 (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 includes some evening activities (cultural dinners) and optional weekend activities.

NON-NEGOTIABLE TRAINING DATES AND DUE DATES:

<table>
<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 23rd</td>
<td>Summer Program Kickoff Picnic</td>
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<td>June 25- July 27th</td>
<td>Classroom reaching and Weekly 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, please 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.