The University of Iowa TRIO Upward Bound Project

SUMMER LANGUAGE ARTS INSTRUCTOR

BASIC FUNCTION AND RESPONSIBILITY
To create and teach an engaging language arts course to rising 10th, 11th and 12th grade students in the Upward Bound summer program.

Each course 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). Instructors may apply to teach multiple courses.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Instructional duties:

- Create an engaging grade-level appropriate language arts course curriculum and syllabus for each course taught. Courses should include career exploration in fields related to language arts.
- 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 language arts.
- Familiarize students with college expectations unique to the study of language arts.
- Develop and administer a language arts skill pretest and posttest, and deliver data to Educational Specialists upon completion of the course.
- Develop and implement language-arts-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
Language arts 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 employ a variety of teaching strategies, including cooperative learning
- Ability to teach the reasoning process involved the study of language arts
- Ability to handle multiple assignments, conflicting demands and priorities

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

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>
</tr>
</thead>
<tbody>
<tr>
<td>May 25th</td>
<td>Final Curriculum and Supply List Due Via Email</td>
</tr>
<tr>
<td>June 20th</td>
<td>All Staff Training</td>
</tr>
<tr>
<td>June 23rd</td>
<td>Summer Program Kickoff Picnic</td>
</tr>
<tr>
<td>June 25- July 27th</td>
<td>Classroom reaching and Weekly meetings</td>
</tr>
</tbody>
</table>

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](mailto:upward-bound@uiowa.edu).
The University of Iowa values diversity among students, faculty, and staff and believes that a rich diversity of

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.