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 for rising 10th, 11th and 12th grade students in the Upward Bound summer program. Each foreign language course will meet in the M/W/F format to simulate the structure of a college course. Each class period will last 60 minutes (a total of 180 instructional minutes per week). 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 and cultural exploration related to the 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.
- Collaborate with (2) other foreign language instructors to organize a cultural dinner on a Wednesday evening (July 10th) 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 at least 90 minutes of structured study time per week during afternoon study halls.
- 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 “stay” 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 17th</td>
<td>Final Curriculum and Supply List Due Via Email</td>
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<tr>
<td>June 21st</td>
<td>All Staff Training</td>
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<tr>
<td>June 22nd</td>
<td>Summer Program Kickoff Picnic</td>
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<tr>
<td>June 24- July 26th</td>
<td>Classroom teaching and Weekly meetings</td>
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For best consideration apply by March 8th.

Applicants may apply online at https://uiowa.qualtrics.com/jfe/form/SV_4OCS2gh8suIXv8N

Or go to 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

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.