



Upward Bound Instructor Job Description

Job Title:	Upward Bound Instructor (Academic Year and/or Summer Academy)
Job Class:	Faculty
Department:	College Access
Reports To:	Director of Upward Bound
FLSA Status:	Non-Exempt
Prepared By:	Director of Upward Bound
Prepared Date:	01/18/2019
Approved By:	
Approved Date:	

I. Position Purpose

Upward Bound instructors are responsible for providing academic instruction to project participants during the on-campus six-week summer session and/or monthly Saturday sessions during the academic year.

Summer Six-Week Components (Mid-June to Early August) Upward Bound Instructors are responsible for assisting in the development and implementation of an interdisciplinary curriculum, needs assessment, and pre/post-tests. Instructors will provide classroom instruction in assigned academic courses, assess student needs and provide tutorials/attend study tables as needed. Course content should be fun and exciting allowing students to be engaged in project-based learning, teamwork, and incorporate a multicultural perspective.

During the Academic Year (September to Late May) Upward Bound Instructors are responsible for planning and implementing dynamic, engaging, empowering Saturday Session classes with a focus on ACT/college entrance exam prep per subject area utilizing current (or related) UB curriculum.

The coursework and classroom environment should encourage and reward reflection, revision, and improvement in the academic courses being taught. Courses should incorporate project-based learning, and student-centered learning.

Hours vary based on course schedule. Courses offered or assigned utilizing block scheduling which may be 60 to 90 minutes at length and meet at least two days a week between 7:30AM and 4:30PM during summer academy. Saturday sessions range between 8:00AM and 3:00PM during academic year.

II. Duties and Responsibilities

- Develop and deliver an interdisciplinary, flexible, student-centered course of instruction (incl. lessons and course syllabus) which satisfies Upward Bound curricular objectives
- Enforce and abide by UB rules and regulations
- Participate in Staff Training (in June), scheduled staff meetings and End of Summer Award Event (closing ceremony)
- Understands and respects diverse beliefs and/or opinions with students and staff
- Attend scheduled staff meetings to evaluate student progress and determine improvement strategies for students

- Provide feedback to students that will enhance their academic growth (incl. mid-term and final evaluation of student progress)
- Record student attendance
- Completes mid-term and final evaluation of student progress
- Maintains a safe working area and conditions at all times
- Dresses professionally and appropriately as related to the discipline
- Performs other job related duties as assigned

III. Qualifications – Education, Experience, and Skills

- Bachelor's degree in related field
- Instructors must possess academic credentials to teach subject matter in secondary education (state licensure/certification) and/or the college/university level
- Applicants must have willingness to individualize instruction, and accommodate diversity through learning styles and work within project guidelines and deadlines
- Degree must be from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services, Inc.
- Preferred: Master's degree with at least 18 hours in their field of study. A minimum of two years teaching experience in the specific subject matter
- Excellent communication skills (written and verbal).
- Strong technology skills including usage of email, student information system, and learning management system
- Organizational, record-keeping, and interpersonal skills
- Knowledge of educational theory and application
- Knowledge of learners and individual learning styles
- Interest in and commitment to the learner-centered educational process
- Educational technology skills
- Confidentiality
- Caring attitude toward students
- Learning and self-motivation skills
- Willingness to extend self to help students succeed
- Knowledge of college resources available to students
- Knowledge of organizational structure
- Current knowledge of programs, objectives, and requirements
- Openness to suggestions for improvement
- Attention to detail
- Flexibility in dealing with others
- Ability to work as a team member
- Ability to prioritize work
- Behaves in accordance with the college's mission, goals, and values
- Positive attitude
- Knowledge of safe working conditions

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).