

Upward Bound Summer Instructor

Position Overview:

The Upward Bound program is now accepting applications for part-time instructor positions in core subject areas: Math, Laboratory Sciences, Foreign Language, and English Composition and Literature. The instructor will teach two to four sections of a course during the six-week summer program for college-bound high school students. Classes are taught virtually and in person at Middle Tennessee State University. The dates for the summer academic classes are June 5 – July 7, 2023.

Upward Bound Instructors are responsible for planning, developing and implementing an interdisciplinary curriculum, needs assessment, and pre/post-tests on the designated subject they are hired to teach. Instructors will set class expectations, abide by grading guidelines, provide continual feedback, encourage class participation, and provide supplemental instruction/tutoring as needed. Course content should be fun and exciting, allowing students to be engaged in project-based learning, teamwork, and incorporate a multicultural perspective.

Position Details:

Duties and Responsibilities:

- Prepare lesson plans and educate students on the following subjects: (Mathematics, Science, English, and Foreign Language).
 - (1) Mathematics Instructor: ability to teach all levels of high-school math.
 - (1) Science/Laboratory Instructor: Biology, Chemistry, Engineering & Physics, Anatomy, etc.
 - (1) English Instructor: Writing and Literature
 - (1) Foreign Language Instructor: Beginning and Advanced Spanish, French, Mandarin, Japanese, Sign Language, or other language
- Monitor and record student performance on a weekly basis. Track and report student grades to UB staff weekly.
- Maintain student records and files in a secure and confidential manner.
- Instruct using project-based learning, and evidenced-based and interactive teaching techniques.
- Prepare, administer, and analyze pre and post-test in order to determine the level of participants' competency and develop appropriate materials in the subject area.
- Deliver in-person or virtual class instruction to Upward Bound students.
- Provide appropriate classroom management for 9th – 12th grade high school students.

- Provide supplemental instruction/tutoring sessions for students at least one time per week.
- Provide a syllabus and weekly lesson plans to the Upward Bound Director on or before May 15, 2023. A daily schedule is preferred.
- Provide a list of needed supplies to the Upward Bound Director by May 1, 2023.
- Work closely with Upward Bound staff to identify any academic challenges.
- Be accessible to students immediately before and/or after class.
- Attend mandatory staff orientation that will occur the week of May 30, 2023. Attend all pre-program preparation meetings, and weekly staff meetings during the summer program, as well as End of the Summer banquet.

Benefits:

- The pay rate is up to \$25 per hour, commensurate with education and experience
- Monday – Thursday; hours vary; 10-20 hours/week

Minimum Job Requirements/Qualifications:

- Bachelor's degree or higher in subject being taught.
- Available to teach June 5 – July 7, 2023, Monday – Thursday. Schedule may vary between June 5 – June 22.
- Knowledge of effective instructional methods and practices.
- Ability to adapt instruction to students with wide-ranging skill levels.
- Ability to deliver class virtually with the use of technology such as Google Classroom, Teams, Zoom, etc., and proficient in Microsoft Office.
- Possess strong interpersonal and communication skills, as well as commitment to excellence in teaching students of diverse backgrounds.

Preferred Qualifications

- Preference given to licensed teachers.
- At least two years of experience teaching high school or college level English Composition and Literature, Mathematics, Foreign Language, or a Science discipline.
- Experience working with at-risk, underrepresented, minority or disadvantaged students.
- Experience teaching or coaching student success techniques and self-advocacy to prospective college students.
- Ability to work without constant supervision and ability to motivate students.

Additional Candidate Instructions

A complete application consists of:

- Enclosed application
- Letter of interest
- Resume
- Contact information for 3 professional references
- Syllabus or detailed description of the course(s) you would like to teach

*Incomplete applications will not be considered.

Review of applications will begin on 03/27/2023 and will continue until a successful candidate is identified. To ensure first consideration, apply by 03/27/2023.

Completed applications may be submitted through the following methods:

Office: Office of Student Success
MTSU – Peck Hall 142

Mail: Upward Bound
1301 E. Main Street
MTSU Box 500
Murfreesboro, TN 37132

Email: upwardbound@mtsu.edu

Please note the following:

- Applicants chosen for an interview will be required to prepare a lesson plan in the subject area that the applicant is applying for and execute that plan by teaching for 10 minutes in a mock classroom setting involving the search committee.
- Applicants chosen for the position must complete a background check prior to employment.

Contact Tamika Mitchell in the Upward Bound office at 615-898-2876 or tamika.mitchell@mtsu.edu for questions or additional information.



Summer Instructor Application

Please check the teaching position(s) you are applying for:

English/Language Arts ____
Please specify which areas you are most comfortable teaching. _____

Science ____
Please specify which areas you are most comfortable teaching. _____

Math ____
Please specify which areas you are most comfortable teaching. _____

Foreign Language ____
Please specify which areas you are most comfortable teaching. _____

PERSONAL INFORMATION

Name: _____ M# or Social Security #: _____

Home Address: _____
Street/P.O. Box
City State Zip Code

Home Phone Number: _____ Cell Phone Number: _____

E-mail: _____

EDUCATION

College: _____
Graduate School: _____
Post-Graduate School: _____
Do you hold a Tennessee Teaching Certificate? _____
Type of Certificate and Number _____
Area(s) of Endorsement _____
Date Issued: _____ Valid Until: _____



WORK EXPERIENCE

(List most recent first)

Employer: _____

Dates: _____ Position: _____

Supervisor: _____ Phone Number: _____

Responsibilities: _____

Employer: _____

Dates: _____ Position: _____

Supervisor: _____ Phone Number: _____

Responsibilities: _____

Employer: _____

Dates: _____ Position: _____

Supervisor: _____ Phone Number: _____

Responsibilities: _____

Employer: _____

Dates: _____ Position: _____

Supervisor: _____ Phone Number: _____

Responsibilities: _____
