

# Job Announcement

## Summer Instructor

<b>Position Summer:</b>	<p><b>Part-time position with the Upward Bound (UB) Programs (Classic and Next Gen) through the California State University, Fresno Foundation. Upward Bound is a department within the Division of Student Affairs and Enrollment Management.</b></p> <p>The Upward Bound Programs at California State University, Fresno are provided for low-income and first-generation college-bound high school students from six (6) target high schools: Madera, Madera South, Edison, Fresno, McLane and Roosevelt High Schools. Upward Bound offers students' academic support and guidance necessary to prepare for a college education.</p>
<b>Essential Job Functions:</b>	<p>Under the supervision of the Program Director, the Summer Instructor will provide all instructional support to the Program Director and staff. Duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Based on university guidance, the position would be onsite. This position may require working in person or remotely</li><li>• Implement Support Program curriculum and oversee each student's progress in coursework online or in-person</li><li>• Help each student develop competence, skills, and an understanding of the subject matter; motivate each student to apply their understanding and skills; develop good relationships with students</li><li>• Develop lesson plans and appropriate instructional aides to support our participants to improve their course grades that they are becoming deficient with</li><li>• Utilize the program's supplemental curriculum that is provided.</li><li>• Work with identified students who are having difficulties with the curriculum and create innovative learning methods for the student's success including individualized and/or small group instruction</li><li>• Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment</li><li>• Identify student needs and collaborate with other staff members to assess and help students improve academically and socially.</li><li>• Assess the unique learning styles of students and vary activities accordingly</li><li>• Emphasize the value of group work and build strong community among students</li><li>• Maintain all required records (attendance, grades, and evaluations) and progress reports of each student.</li><li>• Serve as a role model/mentor for program participants</li><li>• Participate and attend all staff trainings and meetings</li><li>• Be available to all students during scheduled hours</li><li>• Other duties as assigned</li></ul>
<b>Position Requirements:</b>	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>• Bachelor's or Master's degree</li><li>• California teaching single subject credential authorizing instruction (preferred)</li><li>• Prior experience working in a teaching capacity in a secondary or postsecondary setting in the areas of English, Math, Foreign Language, or Science.</li><li>• Knowledge and ability to implement subject matter, philosophical, social, and educational concepts relative to the curriculum</li><li>• Knowledge of online platforms such as Zoom, Google Hangouts, google classroom etc.</li><li>• Ability to develop innovative and interactive instructional programs to engage students</li><li>• Ability to relate with, and be sensitive to the unique needs of Upward Bound students</li><li>• Ability to establish and maintain good rapport with program participants</li><li>• Strong listening, verbal, and written communication skills to support work in class, with parents, as part of staff team, documentation in student and program files, etc.</li><li>• Ability to initiate, organize and set priorities for multiple assignments while working independently and as a part of a team</li><li>• Teachers from an Upward Bound target school sites preferred.</li></ul>
<b>Compensation:</b>	<b>\$32 per hour. (Approximately 20-25 hours per week)</b>
<b>Deadline:</b>	<b>Friday, April 1<sup>st</sup>, 2022, by 11:59 p.m.</b>
<b>To Apply:</b>	Job announcement and application can be found on HireFresnoState, our website at <a href="https://fresnostate.edu/upwardbound">fresnostate.edu/upwardbound</a> or can be picked up from our office (address below)

	<p>Upward Bound Programs at Fresno State University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023</p>
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Phone: 559.278.2693 Fax: 559.278.4306

\*\*Non-Fresno State Students are welcome to apply.

Upward Bound is a department within the Division of Student Affairs and Enrollment Management.