

Upward Bound Summer Instructors JOB ANNOUNCEMENT

POSITION: UCI Upward Bound Summer Instructor(s) with single-subject credentials

TWO POSITIONS total; one in each of the following subject areas:

- Science (Biology, Chemistry, Coding, Environmental Science, Human Anatomy, Physics, or Robotics)
- Writing (English Composition, Literature, and Reading in preparation for College Writing)

SALARY RANGE: \$30 per hour (instruction and preparation), 20 hours per week

PROGRAM/DEPARTMENT: Upward Bound Program/Center for Educational Partnerships

PROGRAM DESCRIPTION:

Upward Bound at University of California, Irvine is a federally funded TRIO program (U.S. Department of Education) that provides educational assistance; academic advisement; college and career planning; educational and cultural fieldtrips; and tutoring to low-income, first-generation high school students.

The summer program consists of **four weeks** of academic classes in the four subject areas (Math, Science, Spanish, and Writing) students will be taking in the Fall. The academic portion of summer session will take place at Loara High School in the City of Anaheim. The remaining two weeks of summer session will consist of direct exposure to the demands of college living at UCI, which includes college-related presentations as well as motivational, cultural, career and social activities. Upward Bound participants are uniquely chosen to participate in the program and have been selected for their motivation to succeed in school and attend post-secondary education.

QUALIFICATIONS:

- Bachelor's degree in the appropriate discipline for high school coursework
- California Teaching Credential with single-subject credentials and a minimum two – three years of teaching experience in the subject area
- Professional or personal experiences in overcoming barriers similar to those confronting UB participants
- Formal training or work experience related to activities, programs, and services that: improve academic performance as measured by GPAs and on standardized tests (Academic Performance Objectives), AND/OR improve high school retention and graduation rates (Graduation with Regular Objective) and promote the completion of a rigorous secondary school program of study (Graduation with RSSPS Objective).

RESPONSIBILITIES: Under the general supervision of the Upward Bound Director and Assistant Director, the specific duties and responsibilities of the Summer Instructor shall include, but are not limited to the following:

- Develop and plan a 4-week summer course for high school students in accordance with California Content Standards
- Prepare: subject syllabi, summer lesson plan, and weekly participant eval/updates
- Provide an assessment of participants' academic strengths, progress and recommendations for further improvement
- Provide written evaluation of participants' academic strengths and weaknesses
- Assist students in achieving a better understanding of specific subject material and improvement in academic capabilities
- Maintain neat, up-to-date, accurate, and complete records of student progress
- Meet with UB Director and/or Assistant Director weekly to ascertain participants' progress as it relates to comprehension of course material, address any concerns as well as review with tutors assigned to course daily/weekly
- Responsible for general safety and welfare of Upward Bound participants
- Implement and enforce all Upward Bound Program rules with each participant fairly

REQUIREMENTS

- Be available to teach **June 13, 2022 – July 8, 2022**
- Bachelor's degree and California Teaching Credential with single-subject credentials
- LiveScan/background check through UCI must be completed
- Current TB test results (within the last year) must be provided
- Comply with current UC COVID-19 Vaccine Policy

Failure to satisfactorily complete the LiveScan/background or TB or the UC Daily COVID checks may affect (offer of) employment. Send your Resume/C.V., Letter of Interest, and the names/contact information of three references (two professional/one personal) to:

UC Irvine Upward Bound Program
120 Theory, Suite 150
Irvine, CA 92697

OR Email: kbalderr@uci.edu

Resumes, letters of interest, and the names/contact information of three references will be accepted until all subject positions are filled. Any questions or concerns regarding this position can be directed to: kbalderr@uci.edu or (949) 824-9145.