

## **Summer Teacher Position Description** **(High School Level Math, Science, English, Social Science)**

### **General Duties:**

To provide academic instruction and assist in planning the academic program in addition, the summer teachers will provide tutorial assistance, professional guidance, and direction to the participants.

### **Specific Responsibilities:**

- Report to Project Director and respond to directives from the Assistant Director.
- Teach two or more academic courses and one workshop during the summer program.
- Develop description of courses to be taught in accordance with project objectives and clear behavioral terms.
- Provide a mid-term and final evaluation on each participant. Also, provide frequent and immediate feedback to students regarding their academic performance.
- Provide supervision and direction to tutors.
- Provide tutorial assistance to students during evening study hours a minimum of twice weekly. Chaperone a minimum of two cultural activities away from campus.
- Attend orientation and staff meetings.
- Assist in advising participants academically and counsel them on social, cultural and occupational matters.
- Assist the Residential Director in providing general supervision when needed.
- Participate in overall evaluation of the project.

### **Qualifications:**

- Bachelor's degree in appropriate academic discipline.
- Appropriate work experience: a minimum of two years actual teaching preferred.
- Demonstrated ability to develop courses and provide meaningful educational instruction to students from various backgrounds.
- Recommendations from two individuals knowledgeable of teachers' ability to work with disadvantage students.