

**Title:** Summer Teachers

**Department/Division:** Upward Bound Projects

**Date Prepared:** January 16, 2018

**Reports To:** Upward Bound Coordinators

**Classification:** Part-time

## **POSITION SUMMARY**

Upward Bound provides academic and enrichment activities to 250 high school students. The program offers a summer residential component focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities.

Summer Program Teachers provide instruction to high school students participating in the six-week summer residential component of Upward Bound. Teachers may be required to accompany staff/students on “The Big Trip” during the sixth week of the program. The Big Trip is usually out-of-state and is usually four days and three nights. Teachers are needed in most subject areas (math, literature/composition, lab science, foreign language, consumer science, etc.)

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Represents Seminole State College and the Upward Bound Projects in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job duties utilizing SSC’s core values: Compassion, Opportunity, Respect, and Excellence.
- Work collaboratively with the other instructors to ensure that courses are integrated.
- Handles confidential information with tact and discretion.
- Provides instruction to students Monday through Thursday.
- Assists students in developing competency in course work.
- Provides support and encouragement to help students develop an increased sense of confidence and become independent learners.
- Keeps records of student’s pre and post-test scores, uses curriculum provided, and tracks student attendance.
- Assist in activity preparation, set up, and cleanup.
- Interact with students during field trips and activities.
- Monitor student behavior during activities, including the bus ride.
- Participates training sessions and attend scheduled staff meetings.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Some travel is required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Most positions require secondary certification.
- Possess strong organizational, time management, human relations skills, and written communication skills.
- Must successfully pass a criminal background check. Commitment to help participants prepare for college; commitment to be a positive role model.
- Strong leadership qualities and have the ability to function as a team player.
- Communicates constructively and effectively.

Teachers are paid \$125 per day Monday through Thursday. Hours may vary, but will begin around 9:00 am and end around 3:00. Applications are available in the Upward Bound Office, Scott Building, Room 108. Completed applications should be returned to the Upward Bound Office or mailed to the address below. Please provide a college transcript and a copy of your certification with the completed application.

**Seminole State College**  
**ATTN: Upward Bound**  
**P.O. Box 351**  
**Seminole, OK 74818**

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