### Position Summer:

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.

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.

### Essential Job Functions:

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:

- Based on university guidance, the position would be onsite. This position may require working in person or remotely.
- Implement Support Program curriculum and oversee each student's progress in coursework online or in-person.
- 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.
- Develop lesson plans and appropriate instructional aides to support our participants to improve their course grades that they are becoming deficient with.
- Utilize the program’s supplemental curriculum that is provided.
- 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.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Identify student needs and collaborate with other staff members to assess and help students improve academically and socially.
- Assess the unique learning styles of students and vary activities accordingly.
- Emphasize the value of group work and build strong community among students.
- Maintain all required records (attendance, grades, and evaluations) and progress reports of each student.
- Serve as a role model/mentor for program participants.
- Participate and attend all staff trainings and meetings.
- Be available to all students during scheduled hours.
- Other duties as assigned.

### Position Requirements:

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.

- Bachelor’s or Master’s degree.
- California teaching single subject credential authorizing instruction (preferred).
- Prior experience working in a teaching capacity in a secondary or postsecondary setting in the areas of English, Math, Foreign Language, or Science.
- Knowledge and ability to implement subject matter, philosophical, social, and educational concepts relative to the curriculum.
- Knowledge of online platforms such as Zoom, Google Hangouts, google classroom etc.
- Ability to develop innovative and interactive instructional programs to engage students.
- Ability to relate with, and be sensitive to the unique needs of Upward Bound students.
- Ability to establish and maintain good rapport with program participants.
- 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.
- Ability to initiate, organize and set priorities for multiple assignments while working independently and as a part of a team.
- Teachers from an Upward Bound target school sites preferred.

### Compensation:

$32 per hour. (Approximately 20-25 hours per week)

### Deadline:

Friday, April 27, 2022, by 11:59 p.m. or until filled.

### To Apply:

Job announcement and application can be found on HireFresnoState, our website at fresnostate/upwardbound or can be picked up from our office (address below).
Upward Bound is a department within the Division of Student Affairs and Enrollment Management.

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