Modesto Junior College  
Office of Pre-College Programs – TRIO Upward Bound Program

Summer Job Announcement  
Inspire young minds, teach with MJC Upward Bound!

PROGRAM DESCRIPTION
The Modesto Junior College TRIO Upward Bound Program provides low-income, first-generation college-bound high school students from Ceres, Johansen, Modesto, Patterson, and Riverbank with the academic support and guidance necessary to prepare for and undertake a college education. An important component of Upward Bound is the six-week Summer Academic Program, which includes a residential experience where students live on a university campus and participate in college preparatory courses and other enrichment activities.

Students enroll in high school-level college preparatory courses designed to build the confidence and skills necessary for them to be successful in the upcoming school year. Students also participate in a variety of electives and other activities to enrich both their academic learning and their understanding of themselves, their communities, their educational context, and their ability to effect positive change in their communities.

POSITION DESCRIPTION
Summer Instructors design and teach summer courses in one subject area (i.e. English). All courses should include oral and written communication as part of the course requirements. Instructors also must include at least one group assignment thoughtfully designed to encourage collaboration among Upward Bound students as part of the course requirements.

The core academic areas offered this year are:
- English Literature and Composition
- Chemistry, Physics, and Biology
- Secondary Math I - III, Pre-Calculus, and Calculus

Course electives offered this year are:
- Computer Science/Programming, Robotics, 3D Printing
- American Sign Language, Spanish, French, or other Foreign Language
- Dance

Instructors will be given 55 minutes for each course period and may be assigned to teach up to four class sections. Each course will meet for 55 minutes four times a week (Monday through Thursday) between the hours of 8:30 a.m. and 2:30 p.m., from June 5, 2017 through July 16, 2017.

Job duties include the following:
- Develop innovative and interactive instructional programs to engage students
- Demonstrate connections between academic material and everyday life future careers of high school participants
- Assess the unique learning styles of students and vary activities accordingly
- Emphasize the value of group work and build strong community among students
- Maintain a positive learning environment inside the classroom in which students are respected and respectful, and in which learning and knowledge are deeply valued
- Provide academic advising to students
- Maintain attendance, grade, and evaluation records for assigned students on a weekly basis
• Maintain clear, timely communication with Upward Bound professional staff regarding students academic progress and behavior
• Prepare weekly lesson plans and homework schedules
• Prepare weekly and cumulative narrative and letter grade evaluation
• Serve as a role model/mentor for program participants
• Participate in all staff trainings and meetings
• Participate in parent/students summer program orientation and summer banquet

MINIMUM QUALIFICATIONS
• Senior standing with declared major in the subject area
• Prior experience working in a teaching capacity in a secondary or postsecondary setting
• Familiarity with and sensitivity to the psychological, behavioral, and educational issues affecting the learning potential of low-income, potential first-generation college-bound youth
• Possess personal characteristics (sensitivity and understanding), and the ability to establish and maintain a good rapport with high school students, parents, and program staff

DESIRABLE QUALIFICATIONS
• Bachelor’s Degree in specified subject area or Bachelor’s Degree with equivalent experience to teach in specified subject area
• California teaching credential or demonstrated knowledge of 9-12 grade curriculum
• Strong listening, verbal and written communication skills to support work in class, with parents, as part of staff team, documentation in students and programs files, etc.
• Ability to initiate, organize and set priorities for multiple assignments while working independently and as part of a team

TIME COMMITMENT

Instructional Staff Meeting
April 12, 2017 at 5:00 to 6:00 p.m.

Staff Training
May 23-24, 2017 at 4:00 to 6:00 p.m.

Parent/Student Orientation
Tuesday, May 30, 2017: 5:30 to 7:30 p.m.

Summer Program
Monday-Thursday, June 5, 2017 to July 6, 2017 8:00 to 2:00 p.m.

Weekly Meetings
TBA

Awards Ceremony
Thursday, July 7, 2017 12:00 to 3:00 p.m.

Final Grades Due
Thursday, July 20, 2017 by 5:00 p.m.

COMPENSATION

Depending on experience.
APPLICATION PROCESS

To apply submit the following items to Aurelia Gonzalez, MJC Pre-College Programs, 435 College Avenue, Modesto, CA 95350-5800 (FAX: 209-575-6243) by 5:00 p.m. PRIORITY CONSIDERATION BEFORE MARCH 17, 2017.

- Letter of intent that indicates the academic area(s) you are to teach and explains how you are uniquely qualified to teach this content to Upward Bound students as well as what motivates you to teach in the MJC Upward Bound Summer Program.
- Resume
- Unofficial transcripts
- One letter of professional reference
- A list with three professional references (name, phone number, and nature of your relationship).

Candidates selected for an interview will be asked to prepare a brief lesson demonstration as part of the interview process.

ADDITIONAL INFORMATION

For more information contact: Marsha Aguilar by telephone (209) 575-6743 or visit 435 College Ave, Morris Building Office 112, Modesto, CA 95350