



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

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www.siskiyous.edu/jobs

*College of the Siskiyous
2010 Upward Bound Summer Employment
June 17, 2010 – July 30, 2010*

POSITIONS: Composition Instructor
Literature Instructor
Foreign Language Instructor
Math Instructor (Pre Algebra-Calc)
Science Laboratory Instructor
History Instructor

Resident Advisors

FILING DATE: "OPEN UNTIL FILLED"
FIRST REVIEW: APRIL 2, 2010

GENERAL REQUIREMENTS

All applicants should clearly demonstrate in their application materials, experience with and commitment to underrepresented, ethnically diverse, and *disadvantaged youth, as well as expertise relevant to the particular position for which they are applying. Applicants must also be able to work closely with the entire staff and be available for all program events, including mandatory staff orientation and training, staff meetings, facilitation of afternoon and evening activities and evening study sessions.

NOTE: All positions and salary levels are contingent upon funding by the U.S. Department of Education.

*** "Disadvantaged" according the U.S. Department of Education, signifies an individual who meets low-income guidelines and who is a potential first generation college student. A "first generation" individual is a person whose parents have not earned a baccalaureate degree.*

The specific requirements for each position are specified on the following pages

POSITIONS AVAILABLE

2010 Summer Program Dates of Instruction are 6/21/10 – 7/30/10

INSTRUCTOR REQUIREMENTS:

The majority of the classes will be taught on the COS Weed Campus. **Must attend summer Instructor Orientation (to be scheduled.)**

Minimum Qualifications

- Bachelor's degree
- Minimum one year's teaching experience

Preferred Qualifications

- thorough knowledge of subject
- ability to communicate course content clearly and creatively
- experience with creating an innovative curriculum

INSTRUCTOR SALARY RANGE:

\$25 - \$30 per hour, including about 50-60 class hours, mandatory orientation, advance planning and preparation time, to be agreed upon by director with each individual instructor

COMPOSITION INSTRUCTOR: Design and implement a writing course that will acquaint students with the rudiments of the language. Curriculum should be focused on material related to the California Academic High School Exit Examination (CAHSEE) English Language Arts (ELA) section.

LITERATURE INSTRUCTOR: Design and implement a literature course that will acquaint students with the rudiments of the reading. Curriculum should be focused on material related to the California Academic High School Exit Examination (CAHSEE) English Language Arts (ELA) section.

FOREIGN LANGUAGE INSTRUCTOR:

Design and implement a foreign language course that will acquaint student with the rudiments of the language. The language will be taught with an emphasis on the entire culture, its mores, habits, foods and history. Languages that might be of particular interest are those generally encountered in the high school setting (e.g. French or Spanish); however, other languages may be considered.

MATH INSTRUCTOR:

Provide individualized instruction and group learning experiences to groups of students during the summer program. Ability to incorporate math test preparation actively into courses Students will be placed in various classes according to their ability, from pre-algebra to calculus. Curriculum should focus on material related to the California Academic High School Exit Exam. Creativity within the curriculum with projects and relating math to other core subjects is highly desirable.

SCIENCE LAB INSTRUCTOR:

Design and implement a theme-based course addressing main components of the biological, chemical, and physical sciences. Ability to incorporate the scientific method of inquiry with laboratory research and writing; use of computer technology, and a final presentation; ability to incorporate science reasoning test preparation activities into courses.

HISTORY INSTRUCTOR:

Provide individualized instruction and group learning experiences to students during the summer program. Ability to incorporate history test preparation actively into courses Curriculum should focus on material related to the California Academic High School Exit Exam. Creativity within the curriculum with projects and relating history to other core subjects is highly desirable.

RESIDENT ADVISOR REQUIREMENTS:

Must attend, **Mandatory Training for Resident Advisors, June 17-20, 2010**. Must **travel** with the program and **live in** provided COS facility with the students **June 17–July 30, 2010**.

Must live in the Residence Hall with the Upward Bound students to promote educational aspirations and performance; supervise students' free time; lead small groups, including planning and facilitating educational, cultural, and recreational events; serve as an instructional assistant for one class throughout the summer; may periodically share responsibilities for transporting students in College of the Siskiyous vehicles; maintain communication with academic staff regarding students' progress in classes; assume responsibility for one assigned aspect of the Residence Hall program; handle routine discipline problems; provide tutoring and advising to individuals and groups of students; assist in monitoring the Food and Nutrition Program; promote a community of mutual respect and trust. Perform other duties as assigned by Upward Bound staff and Head Resident Advisor.

RESIDENT ADVISOR SALARY RANGE:

	Salary	Room & Board
Resident Advisor I = RA's who have worked 1 or 2 summers for Upward Bound	\$65 / day	\$50 / day
Resident Advisor II = RA;s who have worked for 3 or more summers for Upward Bound	\$73 / day	\$50 / day
Head Resident Advisor	\$83 / day	\$50 / day

Minimum Qualifications

- Completion of 24 college semester units
- Possess or obtain CPR and First Aid Training
(*Certification training will be provided during mandatory training for Resident Advisors*).
- Experience supervising youth

Preferred Qualifications

- Experience leading small groups and tutoring
- Valid Drivers License, Class B desired

APPLICATION PROCEDURE

Positions are open until filled. To be considered for a position the following materials must be submitted to the Human Resource Office at College of the Siskiyous. If you are applying for more than one position, **please submit a separate application packet for each position**,. Incomplete applications will not be considered.

- ◆ Upward Bound Employment Application
- ◆ Cover Letter addressing the specific requirements for the position for which you are applying
- ◆ Resume
- ◆ Transcripts of College Education
- ◆ List of References (*For academic instructor positions, at least one reference must be able to comment specifically on the candidate's level of academic preparation and teaching skill in the content area*).

Application materials can be accessed on the job opportunity website noted below
or by calling or writing:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
(530) 938-5317
www.siskiyous.edu/jobs

Applications should be sent to:

College of the Siskiyous
Human Resource Department
800 College Avenue
Weed, CA 96094

Phone: 530-938-5317
Fax: 530-938-5506
E-mail: HR@siskiyous.edu

If you are in need of special services due to a disability in order to apply or interview for this opening, please contact the Human Resource Office.

College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.