



AIS/ISU POCA TELLO CAMPUS

PREP PRE-FRESHMAN ENGINEERING PROGRAM

2020 Program Instructor

BACKGROUND: AIS PREP is an academically intense, mathematics-based, summer enrichment program, designed to develop abstract reasoning and problem solving skills. AIS PREP identifies achieving middle school students with the potential to become scientists or engineers, and reinforces them in pursuit of these fields. The program is presented over the course of three- five summers. AIS PREP expects to serve approximately 50-75 students for 2020. It will operate from June 15th- July 24th . The program will include coursework, team projects, class presentations, field trips, special events and examinations. Program Instructors are scheduled to begin employment a few days before start of school for staff orientation, training, and program preparation. Dates are TBD.

The academic components of PREP include:

Year One	Year Two	All Years
Problem Solving I	Problem Solving II	Career Awareness Seminar
Logic	Physics	Research and Study Time
Engineering	Algebra	Field Trips
		Special Events

Location: Idaho State University Campus, Pocatello, ID

Duties and Responsibilities: Program Instructors will formally teach two 50-minute classes each day Monday through Thursday.

- Attend daily staff meetings and/or planning sessions.
- Formulate lesson plans from a set of PREP curriculum (provided during staff orientation), and in accordance with AIS PREP objectives and philosophy.
- Teach 2 -3 classes each day for 4 days a week. Attend ½ day field trips on Fridays.
- Prepare quizzes, tests, final examinations and other instruments based on PREP-USA curricula.
- Determine grades for students enrolled in their classes.
- Be available for one-to-one tutoring, as needed or requested.
- Assist with PREP special activities related to the academic components of the program.
- Work with Program Assistant Mentors daily to develop and coordinate lesson plans and educational support activities for effective instruction.
- Perform other duties as assigned by Site Directors.
- Instructional materials for all classes will be provided to the teaching staff.

Preferred Qualifications: – Preference will be given to college science, mathematics, computer science, engineering, or secondary STEM education majors. – Completion of Calculus I (preferred) and other advanced mathematics courses. – Prior experience working with adolescents (preferred).

Knowledge: - Working knowledge of Calculus I and II, Logic, Statistics, Physics, Computer Science, Engineering, and/or Technical Writing, and ability to teach these subjects in one-to-one or small groups. - Knowledge of Microsoft Word Suite

Skills: – Supervise 25 junior high age students – Lead classroom discussions/activities

Abilities: – Ability to utilize effective verbal and written communication skills – Ability to maintain confidentiality of student records – Ability to assess student work according to general instructional standards

Working Conditions: – Work on AIS/ISU Pocatello Campus Monday-Thursday – Fridays are special activities and field trips (transportation for field trips will be arranged from AIS/ISU campus)

Schedule: – Must be available to work from 10:00AM to 4:00PM M-Th

– Must also be available for approximately four hours of training prior to June 15th (exact time tbd).

EMPLOYMENT DATES: June 15- July 24, 2020

COMPENSATION: Salary is \$22/hour for 28 hours a week.

AIS PREP is an equal opportunity employer and will not discriminate on the basis of race, sex, color, age, disabilities, religion, sexual orientation, national origin or veteran status of any applicant. Employment is contingent upon a successful background check. AIS is an EEO/AA employer

EMAIL RESUME AND A ONE PAGE COVER LETTER TO:

Sunshine Shepherd Sunshine@americanindianservices.org 970-442-1844

Thank you for your interest in PREP!