



# Summer Instructor Application

**Fax to (951) 827-5497 or mail to:**  
 Attention: Julio Gonzalez  
 Upward Bound Programs, 900 University Ave. #105, Riverside, CA 92521

**Contact Information:**

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Work Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Credential/Certificates/Licenses:**

Do you have a valid Teaching Credential?  Yes  No  
 (Preferred, not required)

Do you have any Educational Certificates?  Yes  No  
 If so, explain \_\_\_\_\_

Do you have any other certificates/licenses that would be beneficial for this position?  Yes  No If so, explain \_\_\_\_\_

**Other Related Information (use a separate sheet if necessary):**

Please list below the courses/areas in which you feel confident to teach.

Have you previously worked as an instructor with any Summer Residential Program, Summer Camp or Summer School?  Yes  No If so, when and where?

Are you an Upward Bound or other TRIO Program Alum?  Yes  No

Please list any College related activities, honors, or community involvement:

Have you ever been convicted of a crime?  Yes  No If so, explain

Two Professional References: Please provide Name/Relationship/Contact Phone Number/Email

1.

2.

**Please include the following items with your completed application:**

**1. Resume 2. Proposed Syllabus 3. A copy of your Bachelors or Teaching Credential** (if applicable) I

hereby agree that all the above information is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Application approved:  YES  NO Recommended for hire:  YES  NO  
 Assistant Directors' Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Jose Martinez-Saldaña



University of California, Riverside  
 Upward Bound Programs  
 Julio Gonzalez, Assistant Director  
 Phone # (951) 827-5701  
 Fax (951) 827-5497  
 Juliog@ucr.edu

# SUMMER JOB ANNOUNCEMENT

## *INSTRUCTOR POSITIONS*

ALL SUBJECT AREAS  
*for the UPWARD BOUND SUMMER PROGRAM  
 at UC RIVERSIDE*

Deadline to Apply: Open until filled

The Summer Program is a 5-week academic program designed to enrich the skills students need to be well prepared for their next level of classes in a particular subject area (English, Math, Science, etc.). Furthermore, the program enhances their understanding and awareness of study and college survival skills while living on the college campus.

### DESCRIPTION

*Summer Instructors will provide academic instruction to high school Upward Bound participants. Instructors will teach classes Monday through Thursday between the hours of 12:00-2:00pm. Instructors will teach two hours a day, four days a week, for five weeks. During the five weeks, students will rotate every week. Thus, instructors will have different students every week for each of the five weeks. Class sizes generally range from 18-25 students. Program students will live on UCR's campus and take classes in a university setting.*

### RESPONSIBILITIES

*Under the supervision of the Upward Bound Director/Assistant Director, the Summer Instructor will develop a curriculum and teach the Upward Bound participants during a five-week summer program. Responsibilities include:*

- Provide class instruction and motivation to reduce academic anxiety - Design a course syllabus and produce a weekly lesson plan
- Collaborate with other Summer Instructors and UB Assistant Director to ensure that course material meets UB goals
- Participate in weekly staff meetings
- Evaluate and communicate each student's academic progress to UB Assistant Director & Residential Supervisors on a weekly basis
- Provide final grade reports
- Monitor students' attendance and report any absences/truancies or disruptive behavior to UB Assistant Director & Residential Supervisors.

### QUALIFICATIONS

*Candidate should possess the qualities to work with students that are economically, socially, and academically disadvantaged backgrounds. The candidates who possess the following qualifications will be giving hiring preference:*

- Have experience teaching Math to high school students in an educational or residential setting
- Have a BS in Math or related field
- Preferred: Possess a California Teaching Credential
- Preferred: Have experience with or knowledge of Upward Bound or other TRIO programs

### DATES OF EMPLOYMENT:

Summer Program:  
 Monday, July 2, through  
 Thursday, August 2, 2007

Orientation

All hired candidates are required to attend an orientation prior to the start of the program

Salary Range:  
**\$40-45 per hour**

Application  
 Deadline  
 Open until filled

**Contact:** Julio Gonzalez  
 Assistant Director  
 Upward Bound  
 (951) 827-5701  
 Juliog@ucr.edu

*The Upward Bound Program is federally funded by the U.S. Department of Education. The purpose of Upward Bound is to assist low-income/first generation students increase their motivation and academic skills necessary for acceptance and success in post-secondary education. Currently, Upward Bound services the following high schools: Banning, Beaumont, John W. North, Moreno Valley, Perris, Rubidoux, Norte Vista and West Valley.*

