2018 Summer Engineering Academy Instructor

Job Description
Instructors are responsible for the development of specific curriculum, the implementation of all instructional activities, and the evaluation of course effectiveness for their assigned course. Instructors are responsible for planning and consulting with the SEA Curriculum Coordinator in order to design all aspects of their course in accordance with SEA goals and objectives.

Qualifications and Eligibility
1. Instructors must have a Bachelor’s Degree or greater in an area of study related to SEA courses offered.
2. Instructors must have teaching experience at the level of the assigned course.
3. Instructors must have proficient in verbal and written communication skills.

Duties and Responsibilities
1. Program and Course Responsibilities
   a. Develop appropriate instructional materials and activities.
   b. Document what occurs during each instructional period; provide lesson overview.
   c. Collaborate with other instructors in program as needed before program begins.
   d. Prepare for and deliver all aspects of classroom instruction with highest level of preparation and responsiveness to student needs.
   e. Attend all assigned classes as well as opening and closing programs.
2. Professional Development
   a. Actively participate in all scheduled SEA Instructor Professional Development workshops prior to beginning of your program.
   b. Supervise, utilize, and provide appropriate professional feedback to academic facilitator(s) assigned to your course(s).
3. Evaluation and Feedback
   a. Plan and consult with the Curriculum Coordinator and/or Principal Instructor relative to development of measures to assess the achievement of course goals and objectives.
   b. Prepare and administer course and student assessments.
   c. Complete final course and personal evaluation as prescribed by Curriculum Coordinator.
   d. Communicate any conflicts or other things that could potentially compromise the integrity of the teaching and learning in SEA to the Curriculum Coordinator.
4. Reporting
   a. Report to Curriculum Coordinator at scheduled meetings regarding:
   b. Progress relative to accomplishment of course objectives;
   c. Individual student achievement; and
   d. Any concerns relative to the classroom or overall operation of the SEA as it may affect academic components.

Supervision Received
Instructors report directly to the Curriculum Coordinator and/or Principal Instructor of their course.

Term of Employment
April and May 2018: Curriculum planning and professional development Workshop (flexible)
June 18 – August 3, 2018. Part time as determined by the specific course(s) of corresponding program.

Compensation
Salary payments based on experience and anticipated number of hours for planning and delivering entire program.