2019 Engineering OnRamp Academy Instructor

Job Description
Instructors are responsible for implementing all instructional activities and evaluating the effectiveness of their courses. Instructors are responsible for planning and consulting with the Engineering OnRamp (EO) curriculum coordinator to design courses that align with EO goals and objectives. Instructors must be prepared and teach in a way that is deeply responsive to students’ needs. Instructors must be flexible and willing to adapt to challenges as they arise.

Qualifications and Eligibility
1. Instructors must have at least a Bachelor's Degree in a STEM field of study.
2. Instructors must have teaching experience at the level of the assigned course. A teaching certificate with a STEM specialty is preferred.
3. Instructors must have strong oral and written communication skills.

Duties and Responsibilities
1. General Responsibilities
   a. Collaborate with other program instructors before the program begins.
   b. Implement appropriate instructional activities.
   c. Document what occurs during each instructional period.
   d. Attend all assigned classes, opening and closing programs, and manage inventory.
2. Professional Development
   a. Actively participate in all scheduled pre-program EO instructor professional development workshops.
   b. Supervise, utilize, and provide appropriate professional feedback to the academic facilitator(s) assigned to your course(s).
3. Evaluation and Feedback
   a. Plan and consult with the curriculum coordinator to develop measures to assess student progress.
   b. Administer course and student assessments.
   c. Complete final course and personal evaluation as prescribed by the curriculum coordinator.
   d. Communicate any conflicts or other issues that could potentially compromise the integrity of teaching and learning in the EO to the curriculum coordinator.
4. Reporting
   a. Report to the curriculum coordinator at scheduled meetings regarding:
      i. Progress relative to accomplishing course objectives
      ii. Individual student achievement
      iii. Any concerns that are relative to the classroom or overall operation of the EO that may affect academic components

Supervision Received
Instructors report directly to the curriculum coordinator of their course.

Term of Employment
May 2019 Curriculum planning and professional development Workshop (TBD)
June 19-July 2 Part-time as determined by the specific course(s) of the corresponding program
July 5-August 11 Scheduled (30-40 hours per week)

**Compensation**
The compensation for this position is $5,600 to be paid in two installments. As an instructor, you will be responsible for working for the entire term of employment listed above.

**APPLY NOW**