SUMMER ENRICHMENT PROGRAM 2015
University of Oregon College of Education

JOB DESCRIPTION: INSTRUCTOR
Weekdays - July 20th to the 31st Session One
August 10th to the 21st Session Two
9:00AM - 4:00PM
Program Orientation and Training: July 10th, 11th and the 18th

Instructors are responsible for developing and teaching one to three classes each weekday (Monday-Friday). Each class meets for a total of ten hours during each two-week session. Curriculum and courses taught in Session One will be taught again Session Two. A maximum of 15 students all advanced learners will be enrolled in each class. Students will have completed grades 6 to 10 during the previous school year and are 11 to 16 years old. Classes may include international students.

During each two-week session, students live in university residence halls and attend six classes chosen from a menu of approximately 20 options. Classes are offered in a variety of subjects including but not limited to: mathematics, science, social science, law, visual arts, dance, theater, music, literature, engineering, history, technology, languages, cultural studies and creative writing. Course topics vary annually, ensuring that returning students will always have new and current options to choose from. Selected course proposals offer students an opportunity to pursue topics she/he may not encounter in a conventional classroom. Curriculum must be designed to be challenging, from advanced early-high school to advanced early-college in difficulty level. Learning needs to be active and experiential. There are no exams or homework and classes do not qualify for college credit. Students are encouraged to let their interest in the course material and an engagement with peers drive their learning. Teachers are responsible for the health and safety of students while in class.

Qualifications:
- Expertise in the subject(s) proposed
- Demonstrated teaching abilities; teaching credential preferred but not required
- Ability to clearly communicate, without merely lecturing, the concepts of subject matter
- Ability to adopt teaching strategies appropriate for advanced learners
- Proven ability to interact with youth in a supportive and encouraging way
- Ability to pass a criminal history check

Duties and responsibilities include but are not limited to:
1. Develop course descriptions, syllabi, and class materials lists
2. Attend two orientation sessions and one training session prior to the program
3. Attend welcoming ceremonies during each session
4. Teach classes daily for four weeks
5. Attend instructor staff meetings and other meetings as scheduled by the Instructor Supervisor
6. Provide written feedback to each student (and his/her parents) regarding the student’s involvement in each class at the conclusion of each two-week session (reviewed by Instructor Supervisor before finalizing)
7. Provide administrative assistance as needed during the final day of each two-week session
8. Attend the student graduation functions on the final Friday of each session and/or student talent show on the final Thursday of each session
9. Abide by all rules and regulations of the Summer Enrichment Program and the University of Oregon
10. Other duties as assigned

Line of Responsibility: The Instructor is directly responsible to the Instructor Coordinator.

Salary: $2,400 - $2,700 full-time (three classes both sessions) or $800-$900 per course (both sessions)

To Apply: Fill out and return application materials (see below), along with a current resume or CV, one professional letter of recommendation and contact information for two additional professional references to Program Coordinator at:

Mail
Summer Enrichment Program
2015 Counselor Supervisor Application
5259 University of Oregon
Eugene, OR 97403-5259

E-Mail
sep@uoregon.edu

Fax
541.346.3594

Subject Line: 2015 Instructor Application

The University of Oregon is an affirmative action, equal opportunity institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

PRIOR EXPERIENCE WITH THE SUMMER ENRICHMENT PROGRAM IS PREFERRED BUT NOT REQUIRED.
This publication will be made available in accessible formats upon request.
Position you are applying for: **INSTRUCTOR**

**Summer Enrichment Program**

Youth Enrichment & Talented and Gifted Programs

College of Education, University of Oregon

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### EDUCATION HISTORY

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Describe further details of your training or education which are pertinent, including certifications (attach separate sheet if necessary).

One of the requirements of employment is that all staff licensed by the Teachers Standards and Practices Commission have complied with ORS 181.539, and all staff not requiring licensure have complied with OAR 581-022-1730 with respect to fingerprinting. Do you agree to comply with whichever rule covers you? ( ) Yes ( ) No

In addition, one of the requirements of employment is that all employees working directly with children comply with the State of Oregon and University of Oregon guidelines with respect to background checks. Are you willing to submit to a background check? ( ) Yes ( ) No
**OCCUPATIONAL HISTORY**
List positions held, starting with the most recent. Use additional paper as needed.

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**TEACHING PHILOSOPHY**
Please describe your philosophy of classroom instruction. Attach a separate sheet if necessary.
APPLICATION QUESTIONS
Please answer the following questions. Use a separate sheet of paper if necessary.

1. Explain your reasons for applying for this position and why you believe yourself to be qualified.

2. What has been your experience with children, particularly those exhibiting high abilities?

3. Describe any first aid training you have had, including current certification, if any.

COURSE PROPOSALS

On a separate sheet of paper, list 3-5 courses that you would like to teach at SEP, and provide a one-paragraph description of each. These proposals are not binding and may be modified over the course of the hiring / teacher training process. Note: SEP courses cover content that students would not traditionally be exposed to in a middle or high school setting; they focus and elaborate on a subject that might only be briefly touched upon in a traditional academic environment. An ideal course will be fun, highly challenging, and dynamic, but will also take the age and maturity of our students into consideration (a Classics class on Egyptian mythology or the transition from Roman Republic to Roman Empire is more likely to be successful than a class that focuses primarily on Roman architectural elements). When designing your proposals, it will be useful to remember that our students are highly gifted, but please also think about what you would have been interested in when you were their age. An exceptional course is one that includes more than just lecture. It is a course that fosters and encourages critical and creative thinking through discussion, hands-on activities, and the creative use of University resources that provide opportunities for reflection that ultimately result in meaningful learning experiences.

I hereby certify that there are no willful misrepresentations or falsifications on this application.

Signature: ___________________________ Date: ________________