Instructor, Summer Science Academy 2013
Job Description

Job Summary

The employment period is from May 28- July 12, 2013. A criminal background check is required BEFORE employment begins. The overarching responsibility of each staff member of the Summer Science Academy is the safety and well-being of all students. However, this position primarily involves teaching and instructional engagement, and mentoring. Instructors are required to model and exhibit those behaviors expected of future healthcare and/or other professionals. Instructors are also expected to adequately prepare to teach their subject areas in depth and at a pace, and level, that students will benefit from the learning experience. The quality of instruction is required to be at a challenging level where students learn and enhance their problem solving and thinking skills. Teachers are required to foster a supportive learning environment in which students are encouraged to increase their fund of knowledge through “academic risk-taking”. At the end of the course of study, students must have a measurable increase and understanding of new or previously learned concepts in science. If needed, Instructors will be provided with on-campus housing and parking. The daily work hours are 7:30 am-5:30 pm and some evening hours.

General Position Responsibilities

- Demonstrate professionalism through preparedness, cleanliness, dress and communication
- Follow the program’s procedures and policies at all times
- Maintain a positive and fun attitude that students may follow
- Maintain a positive working relationship with other staff members
- Demonstrate effective problem solving skills, even temper, and a team player
- Oversees the respective discipline of the summer academy, creating and coordinating safe, academically challenging, and enriched activities for students.
- Ensures that activities are effectively implemented
- Instructs and leads specialized activities with students and other instructors

Specific Duties/ Responsibilities

- Attend and actively participate in training May 28th – May 31st, 2013, 8:30 am – 5:00 pm
- Work weekly required hours, attends staff meetings, and evaluation process of the program
- Plan, organize, and implement innovative lesson plans and activities for students
- Uniform dress is required
- Attend each evening Closing Ceremony for each Academy session
- Assist with check-in and check-out during the Academy day program hours
- Chaperone and monitor students participating in field trips
- Monitor supply inventory and make requests as needed
- Additional responsibilities as assigned

Qualifications

- Seeking current medical and graduate students and/or high school science teachers.
- Demonstrated academic success (must have a 3.0 cumulative grade point average during time of application and during time of employment).
- Previous teaching experience preferred
- Previous experience working with youth ages 14-18

**Compensation**
- $3000 stipend, plus housing/parking accommodations if needed

**To Apply**
If you are interested please submit the following:
- Resume with Cover Letter
- Official school transcript (if applicable)
- Letter of support from Dean’s Office or Academic Advisor (letter of recommendation for current teachers)

Cover letter, resume, and letter of support can be sent electronically to yhood@emory.edu

**Position(s) open until filled**

Official School Transcripts must be sealed and mailed to:

**Ms. Yolanda Hood**
**EUSOM Summer Science Academy**
**1648 Pierce Drive, Suite 375**
**Atlanta, GA 30322**