Lead 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 supervising staff, 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

• Serve as lead instructor for the Academy
• Supervises and serves as first point of contact for 5 fulltime Instructors
• Attends and actively participate in training May 28th –May 31st 2013, 8:30 am – 5:00 pm
• Creates and monitors check-in and check-out schedule
• Work weekly required hours, plan and 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 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 required
- Previous experience working with youth ages 14-18

**Compensation**

- $3500 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 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**