

2009 Math Instructor & Evening Tutor
Four Corners Upward Bound Math and Science Program
Educational Support Programs, Northern Arizona University

Deadline for Completed Application to be received: **March 23, 2009, 4:00 PM**
in University Union Room 240 above Fieldhouse In Terry Hubbard's Mailbox OR
Mail to Terry Hubbard Box 6035 Flagstaff, AZ 86011 to arrive by the deadline

Orientation (Required): Tuesday May 26, 9:00 AM – 12 PM in
University Union Rm 254i The Learning Assistance Center – The Science Tutoring Lab

Employment dates: June 1 – June 30, 2009

Hours: 25 hours/week instruction for 5 weeks and 4 hours/week tutor (first week tutor 2 hours)

Instruction 1:00 to 4:00PM daily and Tutor 6:30 – 8:30 PM: June 4, 9, 11, 16, 23 & 25

No Class June 18th and 19th to create a long weekend for ourselves

Salary: \$1,945

The role of the Math Instructor is to teach high school students math study skills to improve their test taking abilities. These study skills need to be taught in conjunction with preparing the students for the math section of the ACT college entrance exam and the Arizona Instrument for Measuring Standards. A curriculum is in place for the 4:00 – 5:00 PM class. Study guides are available to create lessons for the 1:00 – 4:00 PM classes. The Instructor will need to create pre-test(s) and post- test(s) for the 1:00 – 4:00 sections. The instructor will have a copy account to photocopy in the Biology Office.

Qualifications:

- Desire and ability to motivate high school students
- Experience teaching math to adolescents or college freshmen
- Ability to assess each student's strengths and encourage them to overcome weaknesses
- Bachelors degree in mathematics, preferred; teaching credential not required
- Ability to provide appropriate individualized instruction coupled with classroom management

Responsibilities:

- Creating a course syllabus based on the ACT standards for transition, available from Director
 - Develop lessons based on the ACT college entrance exam standards for transition
 - Teach four sections of math 1-5 PM Mon – Fri & tutor Tuesday and Thursday 6:30-8:30 PM
 - Motivate 60 high school students to improve skills on teacher made tests
 - Teach and require students to track each assignment so they always know grade as a percent
 - Adjust instruction to fit students' needs. Pacing of class sections may need to vary.
 - Review quizzes, teach test taking strategies
 - Teach math study skills
 - Assist with applying math study skills.
 - Sign student grade check forms the last day of every week. Hold students accountable to keep track of their math grade as a percentage and that it should agree with the Instructor's calculations. Count this as part of the grade and emphasize this skill is necessary to maintain GPA. Faculty make errors and students need the confidence to follow through and earn the grade they deserve.
 - Other duties as assigned.
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- Submit following materials by **March 23, 2009**
 - Application
 - Transcripts (Unofficial are acceptable)
 - Resume
 - Employment Background Investigation Authorization

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by Northern Arizona University and /or their agent American Background Information Services Inc., to furnish the information described in Section 1.

V. I hereby authorize, without reservation, Northern Arizona University and / or their agent, American Background Information Services Inc., to contact my present employer for employment verification/references.

APPLICANT: COMPLETE THE FOLLOWING:

Signature

Today's Date

Please print full name

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print other names you have used

Social Security Number - Supplying your Social Security Number is optional.

Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.

Date of Birth - The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? No Yes If yes, please explain:

(The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:
In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statue(s).

09/02/05

If you checked "Yes" to the following question:

Have you ever been convicted of, plead guilty or "no contest" to a crime that has or has not been expunged or removed from your record? No Yes

Complete information on will expedite the background check and fingerprint process.

Please *explain* the crime and list the offense date, city, county, & state for *each* offense in the space below and on additional pages if needed.

(The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

International Home Addresses

International Residence – If the candidate has worked or attended school outside of the U.S. within the past 7 years, American Background will need to complete an international criminal check. To complete this check, you will need to include the candidate’s home address(es) for each international location. Please fax this information to American Background during the initiation of the check.

Name of Candidate: _____

International Employment Location: _____

Dates at Location: _____

Physical Home Address (not P.O. Box or _____

APO/FPO): _____

City: _____

Country: _____

International Employment Location: _____

Dates at Location: _____

Physical Home Address (not P.O. Box or _____

APO/FPO): _____

City: _____

Country: _____

International Employment Location: _____

Dates at Location: _____

Physical Home Address (not P.O. Box or _____

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