

## **Summer 2009 Science Instructor**

**Four Corners Upward Bound Math and Science Program (Four Corners)  
Educational Support Programs, Northern Arizona University**

**Application Deadline received by: March 23, 2009 by 4:00 PM**

Terry Hubbard's Mailbox– University Union Room 240

Or Mail to Terry Hubbard Box 6035 Flagstaff, AZ 86011 to arrive by the deadline

Questions? Call: 523-1315

Training: May 26, 9:00 AM-Noon, (required) University Union Rm 254 Learning Asst. Center – Science Tutoring Lab

Employment dates: June 1 – June 30, 2009, 1:00 to 5:00 daily

Hours: 20 hours/week instruction for 5 weeks + 10 hours preparation time including meetings with Project Director

No Class June 18<sup>th</sup> and 19<sup>th</sup> to create a long weekend

Salary: \$1,611

The role of the Science Instructor is to motivate each high school student to recognize and realize his/her full potential to attend college the fall semester after high school graduation and to excite the students to pursue degrees to prepare for science related careers. Instill confidence and admissibility to a university by increasing his/her science reading comprehension, as measured on the ACT Science Section and science portion of The Reading Section of the ACT, under timed conditions including interpreting graphs and synthesizing information from logical discussions between research scientists. The Instructor creates curriculum including pre and post-tests (and study skills such as note-taking, test-preparation etc.) needed to succeed in the various science courses offered in college. ACT study guides are available for this purpose from Terry Hubbard, Project Director.

### **Qualifications:**

- Preferably the applicant will be from a low-income background and/or first generation to earn a college degree and have experience providing educational services to low-income, first-generation, under-represented, disadvantaged, or ethnic minority participants. Life experiences that allow applicant to relate to low-income/first generation students.
- High School Science teacher or science graduate student, preferred, credential NOT required.
- Experience teaching at either the high school or college level
- Ability to assess each student's strengths and work with them to expand their confidence and technical reading comprehension.
- Ability to provide appropriate individualized instruction while maintaining classroom control
- Experience or training in teaching technical reading skills
- Experience and/or interest in working with high school students
- Desire and ability to motivate high school students
- All positions offered will be contingent upon clear background check and FBI fingerprint

### **Responsibilities:**

- Teach 4 different 1-hour Science Classes, 1PM to 5 PM, daily to 60 total students
- Teach students to calculate grade as a percent and require students reconcile weekly
- Sign cumulative grade check forms on last teaching day each week to verify student's calculations
- Teach students study skills that they can use during the school year to improve their high school science grades. Provide feedback on these behaviors during class in a learning lab environment.
- Monitor every student to prepare to provide positive comments regarding academic growth
- Teach test taking strategies for timed multiple choice tests
- Check students' understanding daily by administering and grading quizzes, portions of exam
- Review quizzes, teach test taking study skills to improve on next quiz
- Submit course syllabus

- Meet with Project Director to develop curriculum to achieve above and submit curriculum to Project Director (PD).
- Other duties as assigned.
- Submit following materials by **Deadline: March 23, 2009 4:00 PM**
  - Application
  - Transcripts (Unofficial from all institutions attended)
  - Resume

**Four Corners Upward Bound Math and Science Program  
Educational Support Programs**

*Northern Arizona University*

**SCIENCE INSTRUCTOR APPLICATION**

Name: \_\_\_\_\_  
(Last) (First) (MI) (NAU Student ID)

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Local Phone: \_\_\_\_\_ Permanent Phone:(\_\_\_\_) \_\_\_\_\_

Permanent Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Current Semester GPA: \_\_\_\_\_

Class Status: Graduate \_\_\_\_\_ Senior \_\_\_\_\_ Junior \_\_\_\_\_ Other: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

**ESSAY INDICATING INTEREST:**

**On a separate sheet of paper, please describe your interest in the Four-Corners Program. What experience do you have taking notes, reviewing to quizzes and exams? How would you teach these skills to high school students to prepare them for college exams? Please refer to ACT.org for sample ACT exams. Be sure to include your experience providing instruction and your describe any experience you have working with high school students from a low-income backgrounds and/or with students who are potentially in the first generation in their family to earn a bachelor's degree.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address \_\_\_\_\_

EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to

my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Northern Arizona University and /or their agent American Background Information Services, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Northern Arizona University and American Background Information Services, Inc. to do so.

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 STATUTE (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 statute(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 APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_