

2009 Spanish Instructor
Four Corners Upward Bound Math and Science Program (Four Corners)
Educational Support Programs, Northern Arizona University

Interested in Applying? Contact Terry.Hubbard@nau.edu; phone: 523-1315

Application Deadline: March 23, 2009 in University Union Room 240 in Terry Hubbard's Mailbox or fax to 523-9466

Employment dates: Wednesday **Evenings:** 6/3, 6/10, 6/17, 6/24 (6:30-8:30 PM)

Training (required): Tues. May 26, 9:00 – Noon Univ. Union Learning Asst. Center, Room 245i Science Tutoring Lab

Hours: **2 hours/week** instruction for 4 weeks

Salary: \$200

Objective: Provide positive support to Hispanic students and familiarize Non-Hispanic students with the Spanish language and Hispanic cultures. Familiarize students with the value of earning a university degree while maintaining their cultural identity. Ensure each student increases his/her Spanish vocabulary.

Qualifications:

- Desire and ability to motivate high school students and celebrate unity and diversity
- Desire and ability to make 30 students feel unique and validated once a week
- Fluent speaking, teaching and writing Spanish.
- Experience and/or interest in working with high school students
- Knowledge of Hispanic cultures and the ability to convey the need to earn bachelors degrees in technical fields including math, science, engineering, communications etc.
- Desire and ability to write a proposal of critical information each student must learn
- Desire and ability to write a pre-test of pertinent vocabulary
- Desire and ability to record each students improvement by post-testing each student

Responsibilities:

- Immerse 30 high schools students in Hispanic cultures and Spanish language
- Check students' understanding by writing and grading quizzes each week
- Review quizzes, teach test taking study skills to improve on next quiz
- Document improvement on each student using forms provided by the Project Director
- Write two lists of critical vocabulary fluent and novices must learn
- Write a plan of what will be taught and evaluated each week
- Write an evaluation plan on how each student will be evaluated
- Write a pre-test of pertinent vocabulary
- Check each student's understanding weekly
- Record each students improvement by post-testing each student
- E-mail the grade each student EARNED to Terry.Hubbard@nau.edu by 7/1/2008
- By March 30th obtain permission from Project Director to purchase all materials
- **Submit the following documents by March 23, To Terry Hubbard Room 240**
- Application
- Proposal of what you'd want to teach in 4 (2-hour sessions)
- Resume
- Transcripts (print out from Louie acceptable)
- Completed Criminal Background Check form

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

SPANISH INSTRUCTOR APPLICATION

Name: _____
(Last) (First) (MI) (employee ID) required

_____ (only list if you have never worked for NAU)
(Social Security No.)

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, prior teaching experience, your experience working with students from various multicultural backgrounds and any experience you may have working with high school students. Contact you have to offering Hispanic culture and techniques you would use to excite students during a late night class. Resources you would like to draw from and how much they would cost.

Signature: _____ **Date:** _____

E-mail Address _____

You will also need to complete a background check and fingerprinting before you can be hired.

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.

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: _____

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