

AUSTIN PREFRESHMAN ENGINEERING PROGRAM

INSTRUCTOR JOB DESCRIPTION

BACKGROUND: Austin PREP is an academically intense, mathematics-based, summer enrichment program, designed to develop abstract reasoning and problem solving skills. PREP identifies achieving middle and high school students with the potential to become scientists or engineers, and reinforces them in pursuit of these fields.

The program is presented over the course of three summers. If funding permits, PREP expects to serve 200 students for **PREP 2014**. It will be located on the campus of Huston-Tillotson University and will operate from **June 8 to July 24, 2015**. The program will include coursework, team projects, class presentations, field trips, special events, and examinations. Summer staff is scheduled to begin employment on **June 5, 2015** for staff orientation, training, and program preparation.

The academic components of PREP include:

Year 1 PREP

Logic and its Application to Mathematics
Introduction to Engineering
Writing 1

Year 2 PREP

Introduction to Physics
Algebraic Structures
Writing 2

Pre-Algebra Institute

Pre-Algebra

Year 3 PREP

Introduction to Probability and Statistics
Introduction to Technical Writing
Introduction to Computer Science

All Years

Topics in Problem Solving (Instructors)
Research and Study (Program Assistants)
Career Awareness Seminars (Guests)

DUTIES AND RESPONSIBILITIES OF A PROGRAM INSTRUCTOR:

Program Instructors will formally teach one or more of the academic components of the program.

- Attend staff meetings and/or planning sessions as scheduled.
- Formulate lesson plans from a set of PREP curriculum (provided on first day), and in accordance with PREP objectives and philosophy.
- Prepare quizzes, tests, final examinations and other instructions.
- Determine grades for students enrolled in their classes.
- Be available for one-to-one tutoring before and after classes, as needed or requested.
- Assist with PREP special activities related to the academic components of the program.
- Work with Program Assistant Mentors daily to develop and coordinate lesson plans and educational support activities for effective instruction.
- Assist in the development of student study skills
- Perform other duties as assigned by Site Directors or Program Coordinators.
- Instructional Concepts to be covered for all classes will be provided to the teaching staff.

EMPLOYMENT DATES: June 5 – July 24, 2015.

Those who work past July 24 will assist with the following activities: Preparation of the final reports, program evaluations/survey, curriculum updates for 2015 and general duties.

EMPLOYMENT DATES: June 5- July 24, 2015 (or longer, depending on sponsor).

RATE OF PAY: Varies depending upon sponsor, degree/college level, major, and previous PREP experience.

PREP is an equal opportunity employer and will not discriminate on the grounds of race, creed, sex, color, age, handicap, religion or national origin of any applicant.

Softcopy of application available at <http://www.htu.edu>

MAIL THE COMPLETED ATTACHED APPLICATION AND A RESUME TO:

Huston-Tillotson University
Attn: AusPrEP Applications
900 Chicon Street
Austin, TX 78702

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information Huston-Tillotson University collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have Huston-Tillotson University correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the Huston-Tillotson University Business Procedures. The information that Huston-Tillotson University collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

If selected for this position and the funding agency requires a completed employment application, you will also be required to complete the application and hiring requirements of the funding agency.

PROGRAM INSTRUCTOR APPLICATION

Name: _____
Last First M.

Social Security Number _____ - _____ - _____ E-mail Address _____

Ethnicity: ☐ American Indian ☐ Anglo ☐ African American ☐ Hispanic ☐ Asian/Other

Gender: ____ Male ____ Female

Current Telephone Number_____Permanent Telephone Number_____

Current Mailing Address _____
 Street City State Zip Code

Permanent Address _____

Street	City	State	Zip Code
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Current Employment

Job title _____ Employer _____

School Attended	Major/Degree	Graduation Date/Current Classification	GPA

COLLEGE COURSE	YEAR	SEMESTER COMPLETED (FALL, SPRING, SUMMER)	GRADE
Calculus I			
Calculus II			
Logic			
Probability / Statistics			
Physics			
Engineering (List type of Engineering courses taken)			
Science (List type of Science courses taken)			
Computer Science			
Technical Writing			
Please add other relevant courses:			

Computer Science Languages: _____

For Office Use Only:

Session Taught:	Site:	Evaluation Score:	
Salary:	Sponsor:	Hire Date:	Termination Date:

Prior PREP Experience

Prior PREP Experience				
	Yes	No	Year(s)	PREP CAMPUS
PREP Participant				
Jr. PA				
PA				
Head PA				

Please **indicate** the academic components teaching preference, where 1= first preference, 2=2nd preference, etc.: ☐ Pre-Algebra ☐ Logic, ☐ Algebraic Structures, ☐ Statistics, ☐ Engineering, ☐ Physics, ☐ Computer Science, ☐ Technical Writing /Writing 1 & 2, ☐ Problem Solving, ☐ Laboratory/Project Support, ☐ Coordinator, ☐ Administrator
A College level course (master's degree in the subject area required)_____

Have you had any previous experience working with middle school or high school students?
☐ Yes ☐ No : If yes, where and when?_____

List current job responsibilities: _____

Are you currently certified in first aide? ☐ Yes ☐ No CPR? ☐ Yes ☐ No

Dates available for employment: From /____/10 To /____/10

Grade preference: ☐ Grade 6 ☐ Grade 7 ☐ Grade 8

How were you referred to PREP?

Tee Shirt Size: Adult: ☐ Small ☐ Medium ☐ Large ☐ 1X ☐ 2X ☐ 3X

Please submit the following additional materials:

A. Essay questions (attached)

B. Transcript (An unofficial copy is acceptable.)

C. **Two** references (non-family members only). Please use the attached forms, complete your name and give the forms to employers, teachers, or other adults who worked with you in an instructional or supervisory capacity. Ask them to mail it to PREP on or before the deadline of April 30, 2015.

List those to whom you have given a reference form:

Name (Reference)	Relationship
Telephone	email address
Name (Reference)	Relationship
Telephone	email address
Name (Reference)	Relationship
Telephone	email address
_____ I give my permission for my references to be contacted, as needed.	

I certify that the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the PREP program.

Signature of Applicant_____ Date_____

PREP 2013 INSTRUCTOR APPLICATION ESSAY QUESTIONS

Name _____ (Can be typed)

1. What appeals to you about working with Austin PREP? _____

2. What community or school activities have you participated in the past?

3. What leadership positions have you held? _____

4. Each class will have a program assistant assigned to work with the students. Explain how you feel this assistant would be most helpful to you and the students. (Use reverse side of page, if needed.)

5. What four (4) classroom rules would you set up for managing the academic course that you teach? (Use reverse side of page, if needed.)

Signature _____

Date _____

Austin Prefreshman Engineering Program (PREP)
INSTRUCTOR REFERENCE LETTER (softcopy available at <http://www.htu.edu>)

Applicant's Name: _____

To: _____ Relationship to Applicant: _____
(reference's name)

Your name has been submitted as a reference for the above named applicant who has applied for the position of Instructor with our program. In this capacity, s/he will provide guided instruction to a group middle school and high school students in math and science, supervising behavior, ensuring their safety, providing educational support, and encouraging an interest in careers in mathematics, science or engineering. In order to help us evaluate his/her application, please assess their strengths and weaknesses in the following areas:

AREA	EXCELLENT	GOOD	FAIR	POOR
Initiative/leadership ability				
Ability to work with children/teens				
Ability to work with adults/supervisors				
Ability to work independently				
Teaching skills				
Judgment in difficult situations				
Conscientiousness/dependability				
Productivity				
Knowledge of mathematics/ science/engineering concepts				

Additional comments on applicant's strengths or areas of concern:

Completed by : _____ Signature: _____
(print name) Date: _____

Title & Organization _____

Phone: _____ Email _____

Please return this form by April 30, 2013 to:

Huston-Tillotson University
Attn: AusPrEP-Instructor Reference
900 Chicon Street
Austin, TX 78702

Thank you for your time and assistance!

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