

Job Title	Lead Instructor - Biology (STEP)
PVN ID	BM-1708-002015
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Office of Research - Science and Technol
Status	Part Time
Hourly Rate	\$35.00
Hour(s) a Week	0.00-3.00
Closing Date	Oct 16, 2017 (Or Until Filled)

General Description

The purpose of the Science and Technology Entry Program (STEP) is to increase the number of historically underrepresented and economically disadvantaged high school students prepared to enter college, and improve their participation rate in mathematics, science, technology, health related fields and the licensed professions. STEP provides academic enrichment in science and mathematics content areas.

SUMMARY

Under the supervision of the Director of Research and Program Coordinator and Director, this position is responsible for developing and implementing a STEM course designed to assist students in acquiring the skills and aptitudes necessary to pursue postsecondary education leading to careers in scientific, technical, or health - related fields or the licensed professions.

RESPONSIBILITIES

- Design and deliver a project based syllabus high school students.
- Ensure that lessons emphasize research methods and protocols, as well as promote STEM related fields and professions.
- Maintain accurate and complete attendance records.
- Teach students to work collaboratively to solve problems and to think logically and creatively.
- Record and assess student's progress and provide feedback.
- Maintain a strong, regular personal attendance record.

Other Duties

Qualifications

Required:

- Minimum of 60 college credits; 30 in discipline applicant seeks to instruct. Must provide transcript. (Minimum 3.5 GPA for applicants pursuing a degree.)
- Research experience required. Laboratory experience for hard science applicants.
- Must hold a Certificate of Fitness (C-14) or be willing to obtain one prior to program start date (October 2017).

Preferred:

- Evidence of planning, organization, and time management skills.
- Experience teaching or working with middle and/or high school students. Experience teaching or working with youth from underserved communities is strongly preferred.
- Excellent communication and problem-solving skills, positive attitude, detail oriented, and self-motivating.