



<b>Job Title</b>	Summer Instructors (Bronx-Seasonal)
<b>PVN ID</b>	LE-1805-002499
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	The Bronx Institute
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$50.00-\$50.00
<b>Hour(s) a Week</b>	35.00
<b>Closing Date</b>	Jul 08, 2018 (Or Until Filled)

## General Description

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**Location:** Bronx, NY- Fordham University

**Status:** Seasonal, July 6<sup>th</sup>- August 10<sup>th</sup>

**Orientation:** Thursday July 5<sup>th</sup> at Lehman College

**Summer Program:** Monday July 9<sup>th</sup> to Friday August 10<sup>th</sup> at Fordham University

### Company Profile:

The Bronx Institute at Lehman College is looking for summer instructors to work for our GEAR UP Summer Program at Fordham University. This program will serve rising 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students in enrichment classes. Our institute works to promote equity and excellence in the education and learning of Bronx students in K-16 by involving administrators, teachers, parents and the students themselves in high quality programs that support and enhance educational opportunities.

## Other Duties

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### Job Description:

- Teach summer enrichment courses in the humanities field (Literature, Social Studies, and ENL)

- Implement the provided curriculum and differentiating lesson plans to meet all students' needs
- Administer pre and post assessments to track student progress during the summer program
- Administer a final grade to students at the completion of the course as students will be receiving high school credit
- Attend field trips and support the supervision for all students during transportation, walking to location, and during the trip
- Assist New York Botanical Garden staff during the student workshops taking place at that location
- Escort students to the cafeteria during lunch in an orderly fashion
- Take attendance daily for each group of students being taught and make sure all students have been accounted for before submitting attendance to administrative staff

## Qualifications

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### **Qualifications:**

- New York State Teacher Certification for secondary education in content area required
- Master's degree in your area of expertise
- 3 years of teaching experience with high school students required

### **Requirements:**

- Must attend mandatory orientation session on Thursday, July 5<sup>th</sup>
- Work hours are Monday through Friday, 9:00 am-3:30pm
- Must be able to teach the entire five weeks of the summer program

### **Skills:**

- Proactive
- Resourceful
- Creative
- Independent
- Good classroom management
- Detail-oriented

### **Compensation:**

- \$50/hour including 30 minute prep time each day