

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
POSITION DESCRIPTION**

PART TIME

OFFICIAL JOB TITLE: Supplemental Instructor **DIVISION:** University Affairs
FUNCTIONAL TITLE: Teacher **DEPARTMENT:** Upward Bound

BARGAINING UNIT STATUS: **SALARY:** \$60-\$75/weekLY
Temporary, non-benefited

FLSA STATUS: Exempt **EEO STATUS:** **JOB CODE:**

REPORTS TO: Program Coordinator

SUMMARY PURPOSE OF THE POSITION: To provide supplemental instruction to high school students in either math, science, or reading and writing to reinforce primary instruction received at schools.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develop curriculum in consultation with Program Coordinator.
2. Provide instructional modules in assigned discipline(s), consistent with MA curriculum frameworks.
3. Prepare lesson plans appropriate to curriculum.
4. Assess individual student's level of academic preparation.
5. Identify student need for academic support in the discipline being taught.
6. Evaluate student performance in instructional sessions.
7. Monitor student progress, regularly.
8. Maintain attendance records.
9. Perform other related duties as assigned by Program Coordinator.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's degree in appropriate discipline, or prior successful instructional or group tutoring experience with high school or college students and three years of college.

EXPERIENCE: Prior instructional or tutorial experience, preferably with high school students.

OTHER: Sensitivity to the needs of disadvantaged student populations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Familiarity with MA curriculum frameworks.
2. Substantial knowledge of the discipline to be taught.
3. Knowledge of teaching strategies and student learning styles.
4. Familiarity with academic deficiencies of students from disadvantaged backgrounds.
5. Effective classroom management skills.
6. Proven ability in stimulating student motivation
7. Successful experience working with racially and ethnically diverse student populations.

NOTE: Other job-related duties and responsibilities may be assigned and/or the job description changed periodically to reflect changing organization need.