

JOB OPPORTUNITY

Community Service Program Instructor I & II (College for Kids Program)

Contra Costa College

Final Filing Date
April 1, 2006

Salary Range:	Level I: \$19.20: (per class hour.) Level II: \$25.19 (per class hour.)
Work Hours:	June 19 – July 14: Monday - Thursday and Friday July 7 th . Session 1: 10:00 – 11:30, Session 2: 12:30 – 2:00, Session 3: 2:30 – 4:00. (One or more sessions available)
Orientation:	Mandatory 1-hour orientation session: June 7 th

Description of position

Program Instructors teach summer enrichment courses to students in grades ranging from 2nd – 8th. A variety of course subjects are available including language arts, English composition, math (Up to Geometry), sciences, computer technology, drama, music, reading, art and other subjects as approved by the Director.

Examples of Duties

Plan and implement grade appropriate curriculum.
Provide daily lesson plans to Director prior to beginning of program.
Establish, monitor and assess student progress.
Complete mid session and final progress reports for all students.
Provide daily communication with Director regarding the behavior and progress of students in the course.
Maintain attendance records of assigned class.
Supervise instructional aid to serve as classroom assistant.
Advise students on improved study methods; explain concepts, principals and terminology to students as needed.
Assist in the administration and scoring of assessments, tests and examinations.

Minimum Qualifications

Education: College level course work in subject area.
Skill to: Develop and implement class lessons. Monitor student progress and identify problem areas. Prepare and maintain course records including lesson plans, attendance records, and progress reports. Has the ability to communicate effectively and tactfully in both written and oral form. Understand and carry out oral and written instructions. Work with a significant level of independence.

Desirable Qualifications

BA degree in subject area applying for preferred. Preference will be given to credentialed teachers. Consideration will be given to college graduates in a credential program, students working towards a credential, and professional experts.

To apply: Please send resume and letter describing education and experience to: Contra Costa College, College for Kids Program, 2600 Mission Bell Drive, San Pablo CA. 94806 or jounjian-augue@contracosta.edu .

For more information: Please call (510) 235-7800 ext. 4407

THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER