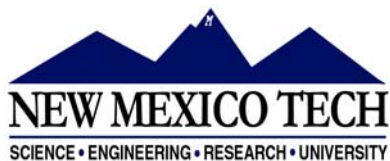


Posted: November 21, 2017



REVISED 11/21/17
POSITION ANNOUNCEMENT

TITLE: INSTRUCTOR/COORDINATOR

DEPT: UPWARD BOUND/ MATH & SCIENCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$36,000 – 52,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under general supervision of the Upward Bound Math & Science (UBMS) Director, the UBMS Instructor/Coordinator develops curricula and implements programs with a focus on STEM and college readiness in daily classes for a total of 60-72 high school students grades 9-12 at Socorro High School (SHS). Located on site at SHS during the academic year, the Instructor/Coordinator is responsible for planning and coordination of programming, and will work collaboratively with students, parents/guardians, SHS staff, community partners, and New Mexico Tech staff to ensure the success of students, meets the program's objectives, and follow applicable regulations. The Instructor/Coordinator coordinates with SHS and feeder schools to recruit new student participants and implement special events and support services. The Instructor/Coordinator recruits and trains tutors and summer program teachers. The Instructor/Coordinator oversees academic and financial aid/scholarship advisement and counseling services for program participants.

This is year-round position with great benefits including generous vacation and sick leave. During Academic Year, the position is based out of Socorro High School, and for the six-week summer program the position is based at New Mexico Tech in Socorro. Professional development opportunities include conferences and TRIO Trainings. Class sizes expected to be between 15-18 students each.

REQUIRED QUALIFICATIONS:

Bachelor's degree- Area of study: Education, Counseling, STEM discipline, or related field required. 1 or more STEM curriculum development experience required. Two (2) years' experience working with low-income, first generation minority students and students from diverse background required. Knowledge of college entrance requirements required. 1 year administrative experience desired. Demonstrated relationship building ability with high school students/administration required. One (1) year experience working directly with TRIO programs desired. Demonstrate strong student supervision and classroom management abilities required. Must have NM Teacher's License or Internship License with progress toward alternative licensure. Must have a valid NM Driver's License upon start of work. Must pass a background check upon hire.