March 1, 2019

Summer Teacher/Non-Credentialed – Applicant Pool, UAS 1582
Upward Bound

Salary Range: $24.00 - $27.00/hourly depending on qualifications and experience.

Work Schedule: Six-week summer program with select training dates, prior to the summer program. This is a temporary full-time position: Monday – Friday 7:00 am – 4:00 pm; non-exempt position. This position is not eligible for benefits.

Essential Functions: Under the supervision of the Director and Component Coordinator, the incumbent will teach preparation courses as part of the Summer Program to Upward Bound participants from two high schools in the Los Angeles Unified School District and four high schools in the Pasadena Unified School District. The incumbent will teach curriculum in any of the following subjects: English (Composition and Literature), Foreign Language (Spanish), Mathematics through Pre-Calculus, and Laboratory Science (Biology, Chemistry and Physics). Class management: assist in formal and informal assessments of participant’s academic deficiencies and make necessary recommendations; develop curriculum, and activities; evaluate and measure participant’s academic progress; attend meetings, and perform other duties as assigned. Prepare and maintain attendance records; provide grades for each participant at the end of each week. Conduct parent conferences as needed.

Requirements: Bachelor’s degree or working towards a bachelor’s degree in related field from an accredited college or university. Teaching credential not required for preparation courses. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.
Desired Qualifications: Prior experience working with Los Angeles/Pasadena Unified School District. Prior experience tutoring high school students

Review of applications/resumes will begin March 7, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20Inc./HRM/employment_application.pdf