August 17, 2021

Saturday Academy Teacher – Non-Credentialed Applicant Pool -UAS 1080
Upward Bound Program

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

Work Schedule: This is a temporary part-time position: 5-10 hours per week; non-exempt. This position is not eligible for benefits. This appointment expires on or before August 31, 2022.

Overview: Under the supervision of the Director and Component Coordinator, the incumbent will teach preparation courses 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.

Essential Functions:
- The incumbent will teach High School 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.

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. Prior experience working/tutoring high school students preferred.

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on August 23, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

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.

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.

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