Title: Texas Prefreshmen Engineering Program (TexPREP) Instructor (Part-time Temporary)
Dept: High School Programs and Services
Reports to: Director of Academies and High School Projects
Pay Grade: Part-time
Salary Range: Minimum $25.00/Hour
Campus: Pecan, Mid-Valley and Starr County
FLSA Status: Non-Exempt/Hourly

General Statement of Job

South Texas College TexPREP is an academically intense, mathematics-based, summer enrichment program, designed to develop abstract reasoning and problem solving skills. Our program will be located at our three South Texas College campuses (Pecan, Mid-Valley, and Starr) for eight weeks. The program will include coursework, team projects, class presentations, field trips, special events, and examinations. Instructors are expected to attend staff orientation, training and program preparation. Program Instructors will formally teach three (3) one-hour classes daily. Instructors must be available eight (8) hours each weekday for the seven and one-half (7 1/2) weeks of program operation and must be familiar with one of the following program year subjects:

The academic component of TexPREP includes:
Year I PREP: Logic and the application to Mathematics, Introduction to Engineering
Year II PREP: Algebraic Structures, Introduction to Physics
Year III PREP: Intro to Probability and Statistics, Intro to Technical Writing
Year IV PREP: Intro to Computer Science, Water Science
All Years: Topic in Problem Solving, Career Awareness Seminars, Research and Study Time, Field Trips and Special Events

Specific Duties and Responsibilities

Essential Functions:

1. Master of subject matter: demonstrates a thorough and accurate knowledge of the field or discipline.
2. Formulates lesson plans from a set of TexPREP curriculum (provided on first day), in accordance with TexPREP objectives and philosophy.
3. Prepares quizzes, tests, final examinations and other instruments.
4. Determines grades for students enrolled in their classes.
5. Available for one-to-one tutoring before and after classes, as needed or requested.
6. Assists with TexPREP special activities related to the academic components of the program.
7. Works daily with Program Assistants to develop and coordinate lesson plans and educational support activities for effective instruction.
8. Participates in college site visits and/or academic related events as a chaperone.
9. Submits program final grade reports to Director.
10. Performs other duties as assigned by Director, Site Directors or Program Coordinators.

**Required Education and Experience**

1. Bachelor’s Degree required.

**Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
3. Bilingual, English/Spanish, preferred.
4. Maintains familiarity with the College’s policies in regards to academic standards.
5. Ability to travel throughout the college district using own means of reliable transportation.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
7. Demonstrated commitment to the community college philosophy of education.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to write routine reports and correspondence.
10. Ability to speak effectively before groups of students, customers or employees of organization.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Must have a valid Texas driver’s license and proof of liability insurance.

**Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.