

South Texas College

Job Announcement 2019-5047

Title: Texas Prefreshmen Engineering Program (TexPREP) Instructor (Part-time Temporary)

Department: Academies and High School Projects

Reports to: Dean for Dual Credit Programs and School District Partnerships

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 seven 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 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 Its Application to Mathematics, Engineering Foundations

Year II PREP: Algebraic Structures, Engineering Physics

Year III PREP: Intro to Probability and Statistics, STEM Technical Writing

Year IV PREP: Computer Science, STEM Capstone

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 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 field trips and/or academic related events as a chaperone.
9. Submits program final grade reports to Director.

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10. Performs other duties as assigned by Director, Site Directors or Program Coordinators.

Required Education and Experience

1. Bachelor's Degree required.
2. Texas Educator Certification in Science, Technology, Engineering, Mathematics and/or English required (proof of certification required).

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Bilingual, English/Spanish, preferred.
5. Maintains familiarity with the College's policies in regards to academic standards.
6. Ability to travel throughout the college district using own means of reliable transportation.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
11. Ability to speak effectively before groups of students, customers or employees of organization.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
13. 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

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- 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**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.