

## Position Opening

**POSITION:** High School English Teacher

**STATUS:** Part-time / Non-Benefitted / Hourly / Non-exempt / Seasonal

**COMPENSATION:** \$40.00 to \$42.00 per hour - Approximately 12 hours/wk.

**DEPARTMENT:** Upward Bound

**LOCATION:** CSU Chico Campus

**RECRUITMENT ID:** 130

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** Employment dates are June 10 – July 16, 2024 with mandatory training (date TBD) in May and June 2024. Under the supervision of the Director, teachers will be responsible for creating curriculum and teaching one to four sections of a designated course to high school students participating in the Upward Bound six-week summer residential program. Responsibilities include, but are not limited to:

- Create course syllabus detailing grading rubric, course objectives and assignments.
- Provide daily academic instruction. Classes are held Monday-Thursday from 8:00 am to 12:15 pm
- Evaluate each student's weekly progress and complete a progress report for students that do not meet the academic standards.
- Assign a final letter grade for each student and complete an evaluation detailing that grade and academic progress.
- Attend weekly staff meetings during the summer program and a teacher orientation (date TBD).
- Take daily class attendance and immediately report absences to project staff.
- Adhere to program deadlines and submit student progress reports, timesheets, staff survey and print/supply requests in a timely manner.
- Maintain communication with Upward Bound office staff regarding class or student concerns.
- Will perform other related duties as needed to meet objectives of the Upward Bound program.

### EMPLOYMENT STANDARDS:

- Available to teach Monday - Thursday from June 10 – July 16, 2024.
- Possession of a valid California Teaching Credential or have postsecondary teaching experience. Documentation of credential or previous experience is required with application.
- Previous experience working with Upward Bound participants or students from similar backgrounds (low-income, first-generation college bound) is highly desirable.
- Demonstrated sensitivity to the special needs of low-income, disadvantaged youth is highly desirable.

**COMPLIANCE REQUIREMENTS:**

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Compliance training completion (approximately 4 hours of work time) is required of this position within the first 30 days of work.

**HOW TO APPLY:**

To be considered, submit the following documents by **May 3rd, 2024**. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises application
- Copy of California Teaching Credential (if applicable)

**BY DROP BOX:** <https://csuchico.app.box.com/f/7c32db95d57142ec845180e04083392f>

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.

