April 22, 2010

Dear Prospective Upward Bound Summer Academy Instructor:

Upward Bound is a grant program funded in part by the U.S. Department of Education and Missouri State University. We serve 50+ students in grades 9-12 from Central, Hillcrest, and Parkview High Schools. Currently we are recruiting instructors to teach during our 2010 Summer Academy.

Advantages to working for Upward Bound:

- **The Summer Academy is less structured than regular summer school.** While following the basic educational principles, instructors may create their own lesson plans and supplemental instruction, and determine the goals and objectives for your class. You do not need to turn in your lesson plans to us. Besides the basic curriculum, instructors may also create classes they want to teach. As long as core classes in math, science, English, social studies and foreign languages are covered, you may also choose to teach classes about music, theatre, and time periods in history. The possibilities are endless!

- **The average class size will be approximately 10-15 students.**

- **Teach creative classes to students who *want* to take summer classes!**

So, if you want a little extra money during the summer, Upward Bound has the opportunity for you! Additional information is listed on the Instructor Information page attached to this letter. An application has also been provided for your convenience.

Please direct questions to Upward Bound at (417) 836-4324 or (417) 836-6220 or email upwardbound@missouristate.edu. We’re looking forward to another excellent summer!

Sincerely,

Susan Koepke
Director, TRIO Programs

Attachments
Basic Facts

**Dates:** Monday, June 14, 2010, to Thursday, July 15, 2010.

Classes will be held for the entire five-week period. All classes will be block-style: 75 minutes in length with classes meeting on Monday/Wednesday or Tuesday/Thursday. No classes will be held on Fridays or July 5th.

**Training:** All individuals chosen to be instructors must attend one of the 2-hour training sessions regarding Upward Bound’s core beliefs, policies, procedures, and discipline plan; prior year instructors must attend this meeting, too. The training sessions will be held from **9-11 am on Saturday, June 12, or from 1-3 pm on Saturday, June 12,** in the UB Office. Instructors will be reimbursed for their time at the rate of $20/hour. Snack items will be served. If you cannot make one of these training sessions, another person may be chosen to fill your classes.

**Classroom Materials:** All instructors are expected to provide their own instructional materials, such as textbooks, handouts, etc.; Upward Bound will not be providing textbooks or instructional materials. However, UB will make copies of any handouts needed for a class, given instructors provide 24-hours notice of said request. UB will purchase a reasonable amount of supplies to be shared among the instructors, such as pens, pencils, whiteboard markers, paper, etc. Additionally, UB will reimburse instructors for a reasonable amount of supplies purchased for a class. However, before instructors purchase supplies, please check with UB as the program tends to keep most items in stock. Instructors will not be reimbursed for the purchase of items UB already possesses or which were purchased without prior approval.

**Curriculum Information:** UB must provide instruction in all of the core subjects, math, science, English, social studies, and foreign languages (Spanish and French). Additionally, UB likes to offer fun, elective classes, like theatre, art, etc. Although UB does not require instructors to submit lessons plans, instructors are asked to follow Springfield and Missouri curriculum related to current high school classes, subject testing, and/or ACT testing principles. Instructors need to submit scores for a pre-test and post-test for each class. Instructors will also need to submit “mid-term” grades between weeks 2 and 3 and “final” grades.

**Reimbursement:**

**Rate:** $20/hour.

Instructors will also be paid for a 45-minute planning period for each class period. So, if you do the math, the instructor will get paid $400 for each class taught [$20/hour for 4 hours/week (75 minute class plus 45 minute planning period for 10 sessions*) for 5 weeks]. *There is no class on July 5th, so there are only 9 class sessions for Monday/ Wednesday classes.

UB likes to offer at least 4 classes during each block, so if you desire, you may teach up to 4 classes/day, especially by teaching in multiple disciplines. However, the number of classes you teach will depend on the number of students enrolled in the class. (Classes need to have at least 5 students to make.)
Core Beliefs:

The following list of core beliefs outlines the professional actions and attitudes of all staff members in Upward Bound. All persons employed by UB will be expected to be familiar with these core beliefs.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the staff member.
2. Students will be guided and expected to solve their problems, or the other ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad decisions.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on UB, staff, or instructors.
6. Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
7. Problems in UB will be handled by UB staff. Criminal activity will be referred to the proper authorities.

How to Apply:

All applicants (new and returning) to Upward Bound will need to:

1) Fill out a Missouri State University application and return it to UB (available on-line at https://ws.missouristate.edu/employment/specifyjobs.aspx; follow the directions listed),
2) Fill out a UB Summer Academy Instructor application and return to UB (available on-line at http://www.missouristate.edu/upwardbound/25446.htm; follow the Summer Academy Instructor application link), and
3) Fill out employment paperwork provided by UB and return to UB (I-9, W-4 (federal and state), and direct deposit). It is very important you fill out this paperwork! You will not be hired without it!

All of this must be completed and submitted to UB before your application is processed.

Additionally, new applicants need to submit to UB a current resume and a copy of your Missouri teaching certificate or a copy of your substitute certificate. These items need to be sent to UB before your hiring paperwork will be processed, i.e. you will not get paid until we have these items.

Returning instructors and/or tutors should make sure your employment paperwork is current. (Please contact UB if you are unsure.) If you have not worked for UB continuously, you will need to fill out new employment paperwork. We will not process your application until you have this completed.

Application materials may be returned to the UB office or to the Site Coordinator at your school: Central – Jen Simmons; Hillcrest – Lynn Schirk; Parkview – Chris Lord. Applicants will be accepted on a first-come, first-hired basis.

If you have any questions, please contact Upward Bound, by telephone at (417) 836-4324 or (417) 836-6220, or by email at upwardbound@missouristate.edu. Additionally, please feel free to speak with any of the site coordinators or prior year Summer Academy instructors.

We hope to see you this summer!
**Missouri State University**  
**TRIO UPWARD BOUND PROGRAM**  
**Summer Academy 2010 Instructor Application**

**Please return to:**  
Missouri State University  
TRIO Upward Bound Program  
Freudenberger House Lower West Level  
901 S. National Ave.  
Springfield, MO 65897  
upwardbound@missouristate.edu  
Fax: (417) 836-6106

**OR**  
School Site Coordinator  
CHS – Jen Simmons  
HHS – Lynn Schirk  
PHS – Chris Lord

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**Please submit the following along with this application:**

1) **Current copy of a Missouri teaching certificate or a Springfield Public Schools substitute certification**
2) **Current resume**
3) **(Will be required after this application and items 1 and 2 have been received) Missouri State University application for employment**

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**Name:**

**Address:**

**City:** __________  
**State:** __________  
**Zip Code:** __________

**Phone Number:** __________  
**Email:** __________

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<table>
<thead>
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<th><strong>Education</strong></th>
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<tbody>
<tr>
<td><strong>Graduate School:</strong></td>
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<td><strong>Undergraduate:</strong></td>
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<td><strong>High School:</strong></td>
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**Do you hold a valid Missouri teaching certificate for 9-12 grades?**  
Yes_____ No_____  

**Do you hold a valid Missouri substitute certification for 9-12 grades?**  
Yes_____ No_____  

**In what subject areas are you certified 9-12?**  

**Are you currently employed?**  
Yes____ No____  
If so, where?  

**Teaching Experience:**  

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**How many classes a day would you like to teach?**  
1 2 3 4  

**How many days a week would you like to teach?**  
2 4  

**What subjects/classes would you be interested in teaching?**  

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What additional resources will you use / need in your classroom? ____________________________________________

Upward Bound prescribes to a set of core beliefs that guide our enforcement of school rules and expectations. (See Instructor Information Sheet.) These core beliefs follow the idea that each student is a unique individual with unique personal, social, and educational needs. The UB staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline.

Please describe your classroom management procedure. ____________________________________________

Explain this statement: Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible. ____________________________________________

Explain this statement: Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on UB, staff, or instructors. ____________________________________________

Please list one professional references that we may contact.

<table>
<thead>
<tr>
<th>Name: ____________________________________________</th>
<th>Title/ Position: __________</th>
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<tbody>
<tr>
<td>Email Address: ____________________________________</td>
<td>Phone: ____________________</td>
</tr>
<tr>
<td>Company or Institution: ____________________________</td>
<td>__________________________</td>
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I hereby attest that the above listed information is true and accurate to the best of my knowledge. I understand that if I am employed, I will have a responsibility to become knowledgeable about Upward Bound’s core beliefs. I also understand that if I am employed, any information withheld, either knowingly or fraudulently represented, could result in termination as an instructor from the Missouri State University TRIO Upward Bound Program. I also understand that I must undergo a criminal background check before official employment is offered.

Applicant Signature: ____________________________________________________________________________ Date: ________

Please do not write below this line.

Interviewer: ____________________________________________________________________________ Date: __________________________

Comments: ________________________________________________________________________________

__________________________________________________________________________________________

Hire? Yes _____ No _____ If no, please explain. ____________________________________________