



NASA/STEP PROYECTO ACCESS INSTRUCTOR JOB DESCRIPTION

BACKGROUND :

STEP / PROYECTO ACCESS PROGRAM is a seven week summer enrichment program that identifies high achieving middle school students with the potential to become engineers and scientists and reinforces these students in the pursuit of these fields. The objective of the program is the development of abstract reasoning skills and problem solving skills.

The academic components include:

- Algebra
- Geometry
- Engineering
- Computer Science
- Career Opportunity Awareness Seminars
- Physics
- AutoCAD Design
- Robotics
- Pre-Calculus
- Technical Writing

DUTIES AND RESPONSIBILITIES OF A PROGRAM INSTRUCTOR:

Certified Teachers will teach five hours a day for seven weeks. Uncertified Instructors will teach four hours a day for seven weeks. Instructors must:

- 1) Attend staff all meetings and/or planning sessions
- 2) Formulate lesson plans from a set of curriculum (provided on first day)
- 3) Prepare quizzes, tests, final examinations and other evaluation instruments
- 4) Determine grades for students enrolled in their classes
- 5) Be available for 1-on-1 tutoring with students before and after classes
- 6) Assist with special NASA/STEP Projecto Access Program activities related to the academic components
- 7) Work with Mentors daily to develop and coordinate lesson plans for effective instruction
- 8) Perform other duties as assigned by the program Director.

EMPLOYMENT DATES: JULY 1 TO AUGUST 14

NY Prep will not discriminate on the grounds of race, creed, sex, color, age, handicap, religion, or national origin of any applicant. **No faxes please.**

PLEASE SUBMIT THE INSTRUCTOR APPLICATION AND A ONE PAGE RESUME TO:

Mr. Moise Koffi, Director
Mathematics Department - Room A 126
C/O NASA/STEP Projecto Access Program
HOSTOS Community College
475 Grand Concourse Avenue
Bronx, NY 10451
Fax: 718-518-6775
Email: mkoffi@hostos.cuny.edu



