

**Teacher  
Summer Enrichment Program  
College of Education, University of Oregon**

**Job Description  
Weekdays, July 14 – August 8, 2008  
Orientation – July 5 and July 12, 9 a.m. - 4 p.m.**

Teachers are responsible for developing and teaching one to three classes each weekday (Monday - Friday). Each class meets for a total of ten hours during each two-week session. Classes taught Session 1 (July 13 – July 26) will be taught again Session 2 (July 27- August 9). A maximum of fifteen highly able students will be enrolled in each class. Students have been enrolled in grades 6 to 10 during the previous school year and are 11 to 16 years old.

Teachers must ensure the overall health and safety of students during class. Preference will be given to those teachers proposing three classes. Classes are expected to be challenging and dynamic above all; students come to our program to be pushed academically, and great courses are integral to their camp experience.

Descriptions of classes offered at Summer Enrichment Program 2007 are available at [www.uoyouth.org](http://www.uoyouth.org).

**Qualifications:**

- Evidence of content-knowledge expertise
- Ability to clearly communicate concepts of subject matter
- Ability to adopt teaching strategies appropriate for gifted students
- Proven ability to interact with youth in a supportive and encouraging way
- Have current teaching license, **or** be able to pass a criminal history check.

Duties and responsibilities include:

1. Develop course descriptions, syllabi, and class materials lists.
2. Attend two all-day orientation sessions (July 5 and July 12) and pre-program staff meeting (Friday evening, July 11).
3. Assist students at class registrations on the first day of each two-week session (July 13 and July 27).
4. Teach classes.
5. Attend weekly teacher staff meetings and other meetings as called by teacher supervisor.
6. Provide written feedback to students regarding their involvement in each class at the conclusion of each two-week session (reviewed by Teacher Supervisor before finalizing).
7. Attend student graduation functions on the final Friday of each two-week session or preceding Thursday's talent show activity.
8. Abide by all rules and regulations of the Summer Enrichment Program and the University of Oregon.

Line of Responsibility

The Teacher is directly responsible to the Teacher Supervisor.

Salary: **SEP teacher, fulltime (three classes) \$2100.00 or \$700.00 per course taught.**

**APPLICATION DEADLINE:** First priority deadline is **April 4, 2008**. Applications will continue to be accepted afterwards on a rolling basis until all positions are filled (likely late April).

<b>Contact:</b> Chris Case, SEP Program Coordinator Youth Enrichment and TAG Programs 5259 University of Oregon Eugene, OR 97403	Phone:(541) 346-1405 Fax: (541) 346-3594 Email: <a href="mailto:cacase@oregon.uoregon.edu">cacase@oregon.uoregon.edu</a> <a href="http://www.uoyouth.org">www.uoyouth.org</a>
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*The University of Oregon is an affirmative action, equal opportunity institution committed to cultural diversity and compliance with the Americans with Disabilities Act.*

EXPERIENCE WITH THE SUMMER ENRICHMENT PROGRAM IS PREFERRED BUT NOT REQUIRED.

**This publication will be made available in accessible formats upon request**



UNIVERSITY OF OREGON

Position you are applying for: **TEACHER**

## Summer Enrichment Program

# Youth Enrichment & Talented and Gifted Programs College of Education, University of Oregon

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Name of Applicant: \_\_\_\_\_  
Last First Middle

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Current Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Citizen of the USA: \_\_\_\_\_

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### EDUCATION HISTORY

School	Name and Address	Degree/ Date	Field of Study
High School			
College			
Post Graduate			
Other			

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Describe further details of your training or education which are pertinent, including certification (attach separate sheet if necessary)

Have you been convicted or have charges pending for a misdemeanor, felony or major traffic violation?  Yes (explain)  No  
If yes, have you ever had such convictions expunged?

One of the requirements of employment is that all **instructors** licensed by the Teachers Standards and Practices Commission have complied with ORS 181.539, and all **instructors** not requiring licensure have complied with OAR 581-022-1730 with respect to fingerprinting.

Do you agree to comply with whichever rule covers you?  Yes  No

## OCCUPATIONAL HISTORY

List positions held, starting with the most recent. Use additional paper as needed.

Dates From:	Employer & Address	Employer Phone Number
	Position held & summary of duties	
To:		
Dates From:	Employer & Address	Employer Phone Number
	Position held & summary of duties	
To:		
Dates From:	Employer & Address	Employer Phone Number
	Position held & summary of duties	
To:		

## TEACHING PHILOSOPHY

Describe your philosophy of classroom instruction. Attach a separate sheet if necessary.

## APPLICATION QUESTIONS

Answer the following questions. Use a separate sheet of paper if necessary.

1. Explain your reasons for applying for this position and why you believe yourself to be qualified.

2. What, if any, has been your experience with children, particularly those exhibiting high abilities?

3. Describe any first aid training you have had, including current certification, if any.

## COURSE PROPOSALS

On a separate sheet of paper, list 3-5 courses that you would like to teach at SEP, and provide a one paragraph description of each. These proposals are not binding, and may be modified over the course of the hiring/ teacher training process.

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I hereby certify that there are no willful misrepresentations or falsifications on this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fill out and return application materials, with one letter of recommendation and contact information for two additional professional references, to:

Chris Case, Coordinator  
Summer Enrichment Program  
5259 University of Oregon  
Eugene, OR 97403-5259h