

## **Early College Alliance @ Eastern Michigan University**

### **Job Description**

**Job Title:** Math Instructor/CORE Advisor  
**Department:** [Early College Alliance](#)  
**Reports To:** Ellen Fischer, Principal ECA

#### **SUMMARY:**

Seeking a certified high school mathematics instructor to teach three or more sections of high school mathematics, provide math support for students in all ECA math/science classes, and to serve as a student mentor and advisor to a caseload of up to 50 students and their families; and to perform other duties as assigned.

**ECA's Vision, Mission, & Values:** The **vision** of the ECA is to bridge the gap between high school and college, enhancing life outcomes while fostering a democratic society. The **mission** of the ECA is to empower high school students from diverse backgrounds to earn up to 60 university credits towards a Bachelor's Degree. The **values** of the ECA are Social Justice, Strong & Supportive Relationships, Diversity, Growth Mindset, & Individualized Educational Pathways.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES: (Other duties may be assigned.)**

- Teach high-rigor, college-preparatory mathematics sections to a diverse group of students primarily in grades 9 - 11.
- Skillfully manage student behaviors in the learning environment (classroom, campus, offices, etc.).
- Create lesson plans and curriculum to prepare students for college level work and expectations.
- Develop and implement unique lessons & assessments in alignment with the EMU Mathematics Department, the MMC and the Common Core, as well as to address the expectations of the SAT.
- Assist students with the social-emotional demands of the early college setting, including holding honest, individual coaching conversations designed to maximize each student's strengths, build skills in weak areas, and overcome barriers at the high school or college level.
- Enact principles of equity and social justice in and out of the classroom.
- Implement the expectations of the Early College Alliance soft skills curriculum.
- Hold office hours
- Provide mathematics tutoring support to students in the ECA program
- Assist with administrative tasks and support other ECA teachers both in and out of the classroom.
- Maintain exemplary records for classroom and CORE duties.
- Work cooperatively and communicate with WEOC administration, ECA staff, administration and faculty and constituent district staff, students and parents/guardians.
- Maintain timely, accurate records and appropriate records and reports.
- Adhere to District health and safety rules, policies and procedures.
- Support a team-based approach to problem solving.
- Support ECA's mission, vision, and values.
- Support WEOC's vision and mission to enhance achievement for all students.
- Perform such other tasks as may from time to time be assigned by the supervisor.
- Regular predictable attendance.

#### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION and/or EXPERIENCE:**

- Hold a valid State of Michigan Teaching Certificate with an endorsement in Secondary Mathematics.
- Experience planning and implementing lessons
- Experience collecting and using data to inform decisions
- Experience working with diverse student populations, particularly those underrepresented in higher education.

**LANGUAGE SKILLS:**

- Ability to communicate effectively in writing and orally.
- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures and government regulations.
- Ability to effectively present information and respond to questions from groups of supervisors, employees, customers, vendors and the general public.

**TECHNICAL SKILLS:**

- Ability to use a personal computer in a networked environment including the use of email, voice/video communication tools, projection devices, databases and webinar resources.
- Competency in the use of Microsoft Office productivity applications is required.
- Ability to integrate technology into the everyday work flow is necessary.
- Ability to select and administer appropriate assessment tools and interpret results of assessment.

**REASONING ABILITY:**

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with several abstract and concrete variables.

**INTERPERSONAL SKILLS:**

- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies and individuals.
- Ability to work creatively and skillfully with students.
- Ability to demonstrate initiative and understanding in working with students, staff and parents/guardians.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee is occasionally required to bend and or twist at the trunk more than the average person. The employee is continuously repeating the same hand, arm or finger motion many times. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

**FUNCTIONS OF POSITION DESCRIPTION:**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WEOC retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WEOC is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SALARY RANGE:** Salary to be determined based on relevant experience and expertise.

**START DATE:** August 27, 2018

**APPLY ONLINE via Applitrack:** Fill out the online application accessed via the [WISD's Human Resources website](#)--choose *Washtenaw Educational Options Consortium* as the school district--and upload a copy of resume, transcripts, cover letter, a minimum of one letter of reference, and three personal reference contacts. If you have questions, please contact Crystal Jackson at [jackson@earlycollegealliance.info](mailto:jackson@earlycollegealliance.info).

**TERMS:** WEOC policy requires pre-employment health screening including drug testing for all potential employees.

It is the policy and commitment of the WEOC not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.