



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: AIS PREP Instructor

Hourly Range: \$20.00-\$25.00/hour (depending on experience and credentials)

Classification: Non-Exempt

Schedule: Monday-Thursday 9a-4p; 28 hours/week

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Instructors will work under direct supervision of the Site Coordinator as well as the PREP Program Director. The AIS PREP Instructor plays a key role in providing educational support and instruction to Middle School aged students over the course of the six-week program. Program Instructors are scheduled to begin employment a week before the start of the program for staff orientation, training, and program preparation.

Duties & Responsibilities:

- Program Instructors will formally teach up to two 50-minute classes each day, Monday through Thursday.
- Formulate lesson plans from a set of AIS PREP curriculum (provided during staff orientation), and in accordance with AIS PREP objectives and philosophy.
- Prepare quizzes, tests, final examinations, and other instructions based on PREP-USA curricula.
- Attend staff meetings and/or planning sessions.
- Option to attend one half-day field trip and one full-day field trip on Fridays.
- Determine grades for students enrolled in their classes.
- Be available for one-to-one tutoring, as needed or requested by students.
- Perform other duties as assigned by Site Director or Program Director.

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office Suite basic products
- Working knowledge of Calculus I and II, Logic, Statistics, Physics, Computer Science, Engineering, and/or Technical Writing,

- Ability to teach the above subjects in one-to-one or small groups.
- Ability to supervise 25 middle school to junior high students
- Ability to lead classroom discussions/activities.

Required Qualifications:

- Valid Teaching license or at least 3 years of schooling majoring in either college science, mathematics, computer science, engineering, or secondary STEM education.
- Industry experience strongly preferred but not required
- Completion of Calculus I and other advanced mathematics courses.
- Prior experience working with adolescents.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name