

Illinois State University Chicago Teacher Education Pipeline Program

Job Description

Position Title: Illinois State University TEACH College Prep Summer Coordinator - Advanced

Location: Chicago, Illinois

Reports to: Robert Lee, Director of Chicago Teacher Education Pipeline Programs & Partnerships (CTEPPP), College of Education, Illinois State University

Status: Seasonal (Summer Program – six week commitment – June 22, 2009 – July 31, 2009).

Pay: \$4500 stipend.

Purpose of Position:

The Illinois State University TEACH (Teacher Education and Access to College for Highschoolers) College Prep Summer Program Coordinator – Advanced will coordinate the TEACH College Prep Summer Program for high school students from Chicago Public Schools that want to become future teachers.

Primary Job Functions:

- Plan, coordinate and implement all activities for the TEACH College Prep Summer Program - Advanced during the six-week Summer Program.
- Design and execute a six-week action plan for the program (objectives, main activities, and assessment measures).
- Plan and organize supplemental events (field trips, culminating event, etc.).
- Supervise and mentor TEACH College Prep Summer Program Teacher Aide (likely from Golden Apple Scholar program).
- Supervise CPS high school students during their three week on-site internship at CPS elementary schools.

- Maintain communication with Illinois State University, local school and Enlace educational team.

Duties and Responsibilities:

- Prior to the TEACH College Prep Summer Program - Advanced start date (June 22, 2009), research and apply best practices in summer intern programs that promote teaching practices for future teachers.
- Design, integrate, and implement innovative academic content throughout the TEACH College Prep Summer Program – Advanced.
- Meet periodically with CTEPPP (Chicago Teacher Education Pipeline Program and Partnerships) staff to prepare for program. Work with CTEPPP staff and TEACH College Prep Summer Program Teacher Aide to create and plan teaching seminars and field experiences that relate to the TEACH College Prep Summer Program - Advanced objectives.
- Coordinate special projects/events to increase college awareness among students including arranging guest speakers, college visits and workshops
- Guide CPS students in developing specific projects/products using technological tools such as video cameras and digital cameras.
- Keep attendance records, and submit regular program reports to CTEPPP.

Requirements:

- Bachelor's degree (education or related field preferred), current CPS teacher preferred.
- Experience with serving traditionally underrepresented populations and strong commitment to continue serving these populations.
- Must be highly motivated, self-initiated, and flexible.
- Effective communication and organizing skills.
- Computer literacy is required.

Educational Requirements: Bachelor's degree (education or related field preferred), Illinois certification preferred.

Language Requirements: Bilingual a plus (English/Spanish, oral and written)

Working Conditions and Demands: No unusual demands.