

# CONTRA COSTA COLLEGE: P/T JOB OPPORTUNITY

College for Kids Program Instructors for the following classes:  
English/Language Arts, Computers (PC and Mac), Math (pre-algebra, algebra, geometry,  
algebra 2), Theater Arts, Advanced Art, Fashion Design,

July 5 – July 28

*Positions will be filled on an ongoing basis*

<b>Salary Range:</b>	\$15.91 - \$28.44 depending on experience and educational background
<b>Work Hours:</b>	<b>Summer Sessions: July 5 – July 28:</b> Monday - Thursday Class 1: 8:30 – 10:00, Class 2: 10:30 – 12:00 Class 3: 1:00 – 2:30, Class 4: 3:00 – 4:30. (Instructors may teach 1 – 4 sections depending on topic.)
<b>Orientation:</b>	Mandatory 1-hour orientation session

## Description of position

Program Instructors teach summer enrichment courses to students in grades ranging from 2<sup>nd</sup> – 10<sup>th</sup>.

## Examples of Duties

- Plan and implement grade appropriate curriculum.
- Provide daily lesson plans to Director prior to beginning of program.
- Establish, monitor and assess student progress as well as provide classroom management
- Provide daily communication with Director regarding the behavior and progress of students in the course as well as complete mid session and final progress reports.
- Maintain attendance records of assigned class.
- Supervise instructional aid to serve as classroom assistant.
- Advise students on improved study methods; explain concepts, principals and terminology to students as needed.
- Assist in the administration and scoring of assessments, tests and examinations as requested by the Director.

## Minimum Qualifications

Education: College level course work in subject area.  
Skill to: Develop and implement class lessons. Monitor student progress and identify problem areas. Prepare and maintain course records including lesson plans, attendance records, and progress reports. Has the ability to communicate effectively and tactfully in both written and oral form. Understand and carry out oral and written instructions. Work with a significant level of independence.

## Desirable Qualifications

BA degree in subject area applying for *preferred*. Preference will be given to credentialed teachers. Consideration will be given to college graduates in a credential program, students working towards a credential, current CCC students and professional experts. Recommendations from CCC Professors highly encouraged.

➔ **To apply:** Please send resume and letter describing education and experience to: Contra Costa College, College for Kids Program, 2600 Mission Bell Drive SSC-111, San Pablo CA. 94806 or to the following email [collegeforkids@contracosta.edu](mailto:collegeforkids@contracosta.edu)

**For more information:** Please call (510) 235-7800 ext. 4564

**THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**