

# California State University, Fresno Foundation

## Academic Year Online Math Teacher – UPWARD BOUND PROGRAMS (Classic and Next Generation)

<b>POSITION &amp; SUMMARY:</b>	<b>Part-time position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.</b> Upward Bound Programs at California State University, Fresno service low income and first-generation college-bound high school students from six target high schools: Madera, Madera South, Edison, Fresno, McLane and Roosevelt. Upward Bound offers students' academic support and guidance necessary to prepare for a college education.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p><i>Under the supervision of the Program Director, the incumbent will provide all instructional support to the Program Director and staff. Duties and responsibilities include, but are not limited to:</i></p> <ul style="list-style-type: none"><li>• The Online instructor will implement Support Program curriculum and oversee each student's progress in coursework via online</li><li>• Help each student develop competence, skills and an understanding of the subject matter; motivate each student to apply their understanding and skills; develop good relationships with students</li><li>• Develop lesson plans and appropriate instructional aides to support our participants to improve their course grades that they are becoming deficient with.</li><li>• Utilize the program's supplemental online curriculum that is provided.</li><li>• Work with identified students who are having difficulties with the curriculum and create innovative learning methods for the student's success including individualized and/or small group instruction.</li><li>• Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.</li><li>• Identify student needs and collaborate with other staff members to assess and help students improve academically and socially.</li><li>• Attend weekly staff meetings.</li><li>• Assess the unique learning styles of students and vary activities accordingly</li><li>• Emphasize the value of group work and build strong community among students</li><li>• Maintain all required records (attendance, grades, and evaluations) and progress reports of each student.</li><li>• Serve as a role model/mentor for program participant</li><li>• Participate in all staff trainings and meetings</li><li>• Be available to all students online during scheduled hours</li></ul>

<p><b>POSITION REQUIREMENTS:</b></p>	<p><i>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.</i></p> <ul style="list-style-type: none"> <li>• California teaching single subject credential authorizing instruction</li> <li>• Prior experience working in a teaching capacity in a secondary or postsecondary setting in the areas of Algebra I/II, Geometry, Precalculus, Calculus.</li> <li>• Knowledge and ability to implement subject matter, philosophical, social, and educational concepts relative to the curriculum</li> <li>• Knowledge of online platforms such as Zoom, Google Hangouts, google classroom etc.</li> <li>• Ability to develop innovative and interactive instructional programs to engage students</li> <li>• Participate in other Upward Bound activities put on during the academic year.</li> <li>• Ability to relate with, and be sensitive to the special needs of Upward Bound students • Ability to establish and maintain good rapport with program participants</li> <li>• Strong listening, verbal and written communication skills to support work in class, with parents, as part of staff team, documentation in student and program files, etc.</li> <li>• Ability to initiate, organize and set priorities for multiple assignments while working independently and as a part of a team</li> <li>• Teachers from an Upward Bound target school site preferred (Fresno, McLane, Roosevelt, Edison, Madera, and Madera So.)</li> <li>• Submit a complete application and resume.</li> </ul>
<p><b>SALARY/BENEFITS:</b></p>	<p>\$32.00 per hour (approximately 20 hours per week)</p>
<p><b>FILING DEADLINE:</b></p>	<p><b>Open until filled</b></p>
<p><b>TO APPLY:</b></p>	<p>Applications can be downloaded online via the Upward Bound website. Completed applications <b>must</b> include resume and a list of three references. Applications may be submitted to <a href="mailto:upward_bound@mail.fresnostate.edu">upward_bound@mail.fresnostate.edu</a> or at the UB office. For questions or for more information contact us at:</p> <p style="text-align: center;"><b>Upward Bound Programs at Fresno State</b>  University Center #124  5240 N. Jackson MS UC59  Fresno, CA 93740-8023  Phone: 559.278.2693      Fax: 559.278.4306  <a href="http://www.fresnostate.edu/studentaffairs/upwardbound/index.html">http://www.fresnostate.edu/studentaffairs/upwardbound/index.html</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**



# California State University, Fresno Auxiliary Corporations

2771 E. Shaw Avenue, Fresno, CA 93710 · [www.auxiliary.com](http://www.auxiliary.com) · Fax: (559) 278-0988 · HRAUX@LISTSERV.csufresno.edu

## EMPLOYMENT APPLICATION FOR STUDENT/PART-TIME/TEMPORARY POSITIONS

Please Print

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

Name: \_\_\_\_\_

\_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_

\_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_

(Home)

(\_\_\_\_\_) \_\_\_\_\_

(Work)

(\_\_\_\_\_) \_\_\_\_\_

(Cell Phone)

Email: \_\_\_\_\_

### Employment Desired

Position applying for: \_\_\_\_\_ Department: \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

Are you available for work on weekends? .....  Yes  No

Would you be available for overtime, if necessary? .....  Yes  No

If hired, on what day can you start work? ..... \_\_\_\_/\_\_\_\_/\_\_\_\_

### Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree Or Diploma
<b>High School</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			
<b>College/ University</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			
<b>Vocational/ Business</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			
<b>Other</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			

Please provide the following information and indicate the skills you possess **only** if they are a requirement of the position for which you are applying:

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

Languages you speak, read or write fluently in addition to English: \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at California State University, Fresno Auxiliary Corporations? .....  Yes  No

If so, please explain: \_\_\_\_\_

## Employment History

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ From To
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	
	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ From To
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	
	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ From To
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	
	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ From To
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	
	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Personal Information**

Have you ever applied to or worked for California State University, Fresno Auxiliary Corporations (which include the Association, the Agricultural Foundation, and the Foundation) before? .....  Yes  No  
If yes, for which corporation and when? \_\_\_\_\_

Do you have friends or relatives working for California State University, Fresno Auxiliary Corporations? .....  Yes  No  
If yes, state name, relationship and organization:

Name	Relationship	Organization
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If hired, would you have a reliable means of transportation to and from work?.....  Yes  No

If hired, can you provide evidence of your legal right to work in the United States? .....  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No

If no, describe the functions that cannot be performed: \_\_\_\_\_

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)*

Are you currently employed? .....  Yes  No

If so, may we contact your current employer? .....  Yes  No

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

# FRESNO STATE

## Auxiliary Services

### STUDENT CLASS SCHEDULE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please place an "X" in each box during the time of your class.**

**Semester: \_\_\_\_\_**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							

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## Equal Employment Opportunity Data

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To be completed by applicant:

\_\_\_\_\_  
*Application Date*

Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by this company.

Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Department: \_\_\_\_\_

Gender:       Male       Female

Race/Ethnicity:       American Indian/Alaskan Native  
                               Asian/Pacific Islander  
                               Black  
                               Hispanic  
                               White

Method of referral for employment at California State University, Fresno Auxiliary Corporations:

<input type="checkbox"/> Fresno State employee	<input type="checkbox"/> Fresno State Auxiliary Corporations employee
<input type="checkbox"/> Newspaper advertisement	<input type="checkbox"/> Auxiliary Job Announcement
<input type="checkbox"/> Internet	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Other: _____

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Other Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Individual with a Disability

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To be completed by employer:

EEO-1 Category:	<input type="checkbox"/> 1. Officials and managers	<input type="checkbox"/> 6. Crafts – skilled
	<input type="checkbox"/> 2. Professionals	<input type="checkbox"/> 7. Operatives – semi-skilled
	<input type="checkbox"/> 3. Technicians	<input type="checkbox"/> 8. Laborers – unskilled
	<input type="checkbox"/> 4. Sales	<input type="checkbox"/> 9. Service workers
	<input type="checkbox"/> 5. Office and clerical	

Employer information completed by:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*