

Part-Time Kids at College Instructor Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233953>

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Posted Apr. 3, 2024, set to expire Mar. 28, 2025

Job Title	Part-Time Kids at College Instructor
Department	Workforce & Community Development
Institution	Lee College Baytown, Texas
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical Sciences - Other Humanities - Other Fine Arts - Other Engineering Education
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Job Description

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Part-Time Kids at College Instructor

Salary: \$15.00 - \$25.00 Hourly

Job Type: Part-Time

Job Number:

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Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

This position is responsible for teaching Kids at College summer camps/courses to students who want to enhance their personal lives.

Essential Duties & Responsibilities

- Attend mandatory instructor orientation in May 2022.
- Complete mandatory online course training and HR sexual harassment/misconduct and child abuse training.
- Maintain a safe classroom, innovative learning environment and diverse learning opportunities for all students.
- Select instructional materials to meet student needs.
- Provide instructional suggestions and tools.
- Remain with campers until parents/guardians pick them up daily.
- Manage student behavior in the classroom and report discipline issues to Program Manager.
- Supervise and assist with daily setup and cleanup of camp.
- Communicate effectively with Program Manager to monitor attendance of students participating in the camp.
- Assume responsibility for the care of materials, supplies, equipment and facilities.
- Maintain standards of excellence within the camp, and provide feedback regularly to the Program Manager regarding learning outcomes and course management.
- Work cooperatively with the Program Manager prior to camp.
- Contribute to program assessment.
- Develop daily lesson plans.
- Maintain a positive learning environment and diverse learning opportunities for all students.
- Develop and maintain instructional supplies.
- Develop and utilize a course syllabus for each course by following established institutional guidelines.
- Provide copies of all lesson plans, course syllabus, supply lists and syllabi to the Supervisor in case of instructor absence.

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Courses may include, but are not limited to:

- STEAM Courses/Camps.
 - S - Science (archaeology, biology, chemistry, genetics, geology, medicine, meteorology, microbiology, physics, zoology, etc.).
 - T - Technology (coding, gaming, computer science, desktop publishing/graphic design, video technology, app development, etc.).
 - E - Engineering (architecture, construction, etc.).
 - A - Arts (arts, crafts, ceramics, dance, theater, voice/choir, private music lessons, photography, knitting/crocheting, culinary, etc.).
 - M - Math (algebra, geometry, basic math, advanced math, math for engineering, etc.).
- Career Exploration (Energy Venture, industrial fields, etc.).
- Languages (Spanish, French, Sign Language, ESL/ESOL).
- Social Studies (living history, such as Texas, federal, and world; topics related to government).
- Business (banking, credit, taxes, stock market, investing, topics related to becoming an adult in today's world).
- Teen Courses (junior lifeguard, junior policeman/detective, junior fireman, ceramics, creative writing, music recording, private music lessons, future educators, auto mechanics, etc.).
- Sport Camps (basketball, volleyball, exercise, wellness, nutrition, etc.).
- Other (please specify course/camp).

For more information about Kids at College please visit our website at <http://www.lee.edu/workforce/ce/kids-at-college/>.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- Must document related work experience
- Able to work individually with diverse ages and population
- Friendly, positive, and courteous
- Act with discretion and maintain confidentiality

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- Ability to climb stairs, stand, walk, bend and kneel
- Must demonstrate knowledge of the class subject matter

Preferred:

- Previous teaching experience

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3632873/part-time-kids-at-college-instructor>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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