

**The Renaissance Education Group, Inc.**  
**Job Description**

<b>Job Title</b> Academic Instructor (AI) • Foreign Language, Science, ACT Testing	<b>Posting Date</b> April 25, 2019
<b>Department</b> Renaissance Upward Bound Program (Summer 2019)	<b>Job Location</b> Raleigh-Durham, NC (surrounding areas) (Travel Required)
<b>Dates of Employment</b> June 17, 2019 – August 2, 2019	<b>Compensation</b> Paid Position, \$16-18/hour

**Minimum Qualifications**

Bachelor's degree in math, science, English, computer science, or other related field. Two years of previous teaching experience. Ability to demonstrate success in overcoming barriers similar to those of the population in the target area. Experience in working with economically and educationally disadvantaged youth is desired.

**Preferred Qualifications**

Master's Degree and Teaching Certification, or a terminal degree in the content area.

**Position Description**

The Academic Instructor (AI) provides daily instruction, aligned with the thematic learning approach, during the Upward Bound Summer Program. The Renaissance Upward Bound Program serves 55 high school students (grades 9-12), in both Durham and Edgecombe County, who meet TRIO eligibility standards. During the mandatory summer program, Renaissance Scholars participate in 6-weeks of academic, co-curricular, and extracurricular activities designed to improve their knowledge and understanding of what it takes to be successful in college. The Renaissance Upward Bound Summer Program is a non-residential, academically rigorous summer program held on a college campus.

**Position Responsibilities and Expectations:**

Conducts assigned classes and prepares curriculum, including instructional objectives, in accordance with the overall design of the project. The academic instructor participates in scheduled out-of-class activities with the students. Maintains accurate participant records. Evaluates students' progress in support of project objectives. Serves as a panelist during the final capstone project. Other duties as assigned.

**Employment Requirements**

- Must provide proof of eligibility to work in the United States
- Travel required
- Appropriate attire for meetings/presentations is required
- Satisfactory background check (and must provide a statewide criminal records check if hired)
- Participate in summer planning meetings and weekly staff meetings as assigned
- Must be available to attend staff training (June 17 – June 21, 2019)
- Must be available to attend summer closing banquet (July 26, 2019)
- Must be available to attend and supervise student trips (Friday activities)
- Must be available to attend summer college tour (July 29 – August 2, 2019)
- **Teaching/tutoring area of specialty must include one or more of the following:** Foreign Language, Science, or Testing and Curriculum Development (ACT)

**Application Instructions**

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, 4841-E Industry Lane, Durham, NC 27713 **or** fax to (866) 770-4766 **before May 22, 2019.**

- Cover Letter and Resume
- Copy of Academic Transcript(s) and/or Degree(s)
- Copy of Teaching Certification (if applicable)
- Employment Application (please visit <http://www.renaissance-ed.net/jobs/TREG-Employment-Application.pdf>)

**If selected for an interview, interviews will be held in May (or early June) 2019.**

**Comments:** Only serious candidates should apply. Position opens immediately. Selected candidates will need a copy of their academic transcript(s) and any applicable certifications prior to interview, and will have to successfully clear background screening.