INSTRUCTOR JOB DESCRIPTION

Summer Illinois Math (SIM) Camp is a week-long math day camp for local middle and high school students hosted by the University of Illinois at Urbana-Champaign Department of Mathematics. Campers will see the creative, discovery driven side of mathematics. By showing them some of the ways mathematicians approach problems, SIM Camp hopes to encourage them to continue studying math beyond the high school level. For summer 2018, there will be three camps. SIM Camp Epsilon will take place June 25-29 SIM Camp Delta will take place July 9-13, and SIM Camp Omega will take place July 23-27. Assistant instructor orientation and training begins June 11.

Position Summary

Instructors will develop and run a course that will meet for four days during SIM Camp. Each day, the course will meet for 3 hours. Courses should actively engage students in the material, as well as giving them an idea of how research mathematicians approach problems.

One instructor will develop a course that runs for Epsilon and Delta, and another will develop a course that runs for Delta and Omega. Each course will vary in difficulty depending on the campers’ background.

Instructors will also provide assistant instructors with materials and homework to give them the necessary mathematical background. Additionally, assistant instructors should be incorporated into the lesson planning and teaching process.

This is an hourly position at $27 per hour for up to 160 hours total, pending approval of funding. It is expected that roughly 20 hours will be spent in pedagogy training, 20 hours per camp on undergraduate assistant instructor training and course preparation, and 40 hours during the week of camp, with the remaining hours going towards course preparation before pedagogy training the June 11-15.

All instructors must be available to work on campus June 11-15. Instructors for SIM Camp Epsilon must be available to work on campus June 18-22 and June 25-29. Instructors for SIM Camp Delta must be available to work on campus July 2-62 and July 9-13. Instructors for SIM Camp Omega must be available to work on campus July 16-20 and July 23-27.

General Duties:
- Abide by policies and procedures set forth by SIM Camp and the University of Illinois
- Support administrative decisions
- Demonstrate exemplary behavior as it relates to being a representative of the University of Illinois, the Department of Mathematics, and SIM Camp
- Attend all designated orientation sessions and scheduled meetings before and during the camp
- Maintain professional relationships with all students and staff members
- Enforce all student rules fairly and consistently

Specific Duties:

Before Assistant Instructor Training.
- Review assistant instructor applications and help in the hiring process
- Review student applications and help with admissions decisions
- Complete any required pre-summer training, including any online training courses
- Familiarize yourself with assistant instructors job description by June 11
- Create a preliminary course plan before assistant instructor orientation begins June 11
- Put together list of resources or notes for assistant instructors before June 11
• Give appropriate administrator or the business office a supply list at least one week before supplies are needed
• Attend all pre-camp organizational meetings
• Complete pre-camp instructor/management survey

During Assistant Instructor Training.
• Share preliminary course plan with AIs during June 11-15
• Attend pedagogy training
• Work with assistant instructors to make sure they have the necessary mathematical background
• Be available for communication with your assistant instructors about ideas for structuring the course and their role in the class
• Work with assistant instructors to make sure they understand their role in teaching the course

During Camp.
• Serve as a positive role model for students
• Teach the class along with assistant instructors
• Document noticeable changes in behavior, concerns about students, and issues with discipline
• Attend the entire class period each day. Monitor the class as a whole, and work with individual students as necessary
• Be sure that your students are supervised at all times
• Be an active supervisory presence and address student safety and behavior issues whenever you are in the presence of students, including in the dining hall or any time you are not officially on duty
• Supervise and guide your assistant instructors. Ensure that they have an appropriate work load and are involved in the lesson planning and teaching process
• Attend all staff and management meetings
• Regularly consult with your assistant instructors and other teaching team to monitoring student progress and ensure that the amount and type of assignments for your students are appropriately challenging. If a student takes significantly more or less time to complete his or her work than you had planned, that student’s assignments must be adjusted accordingly.
• Record students’ performance, including class participation, skills mastered, insightful questions or comments, and strengths or weaknesses.
• Advise Emily Heath and/or Claire Merriman of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem
• Make sure that classroom materials, books, and equipment not purchased by the students are returned in good condition to Claire Merriman or Illinois Geometry Lab

After Camp:
• Complete post-camp survey
• Provide Claire Merriman and Emily Heath with finalized lesson plans
• Provide contact information to Claire Merriman where you can be reached in the next year