

**Instructional Facilitator for After School Program**  
**Job #9171**  
**(Assistant Instructional Professional in ITEST Project)**

**Description:**

Performs duties under the direction of the Principal Investigator (PI) of the National Science Foundation (NSF) funded Information Technology Experiences for Students and Teachers (ITEST) Project - *Learning through Engineering Design and Practice: Using our Human Capital for an Equitable Future*. This individual will design, develop, and deliver learning experiences for middle school student participants of this project. Mentoring of these students with the goal of recruiting and retaining them in the program is integral to the instructional function. This position will work in collaboration with project PI and Co-PI's, affiliated school teachers and school/district administrators, affiliated organizations and partners, and industry representatives to coordinate program activities and create a greater impact. This position will work independently to ensure that goals and objectives of the three-year NSF Funded project are accomplished in accordance with priorities, time limitations, funding limitations, or other specifications.

**Duties:**

- Assists in the implementation of project curriculum ideas by improving and teaching lesson plans that cover various Science, Technology, Engineering, and Mathematics (STEM) topics with a focus on inquiry-based, hands-on methods.
- Designs and administers formative and summative assessments; collects pre- and post-test surveys during program activities; and maintains records of such assessments.
- Interacts with students, their parents, teachers, and other school personnel in accordance with program goals.
- Recruits program participants, members and volunteers utilizing the most appropriate promotional or marketing methods such as personal visits to students at their school, phone calls to students/parents/teachers, individual letters, brochures or presentations at meetings. Reviews middle school student applications or other program documents to determine acceptance or make decisions pertaining to program.
- Facilitates project activities such as parent nights/workshops, field-trips, and summer internship components with various industry partners.
- Works with project partners to coordinate, implement and facilitate field-testing of project curricula for external cohort groups (e.g., Boys and Girls Clubs of East Valley).
- Develops, compiles, and drafts communications and promotional literature for distribution such as newsletters, brochures or flyers. Coordinates process from development through printing and distribution.
- Confers with and advises project team to provide curricular/instructional support, problem solving assistance, answers to questions and program goals and policy interpretations; refers to appropriate department or person when unable to respond.
- Aids in evaluation of program effectiveness to develop and implement improved methods.
- Prepares periodic reports and records on program activities such as attendance, assessments of learning, weekly progress, program status or other special reports.

**Minimum Qualifications:**

Bachelor's degree in science, mathematics, or technology education AND four years of teaching or instructional facilitation experience in K-12 and/or after-school program settings; OR, Master's degree in science, mathematics, or technology education AND two years of teaching or instructional facilitation experience in K-12 and/or after-school program settings.

**Desired Qualifications:**

- K-12 teacher certification or certification in secondary science or mathematics areas.
- Evidence of knowledge of issues pertaining to the recruitment and retention of under-represented groups to STEM fields, current pedagogy, and educational philosophy.
- Demonstrated experience in using science inquiry methods and in facilitation of inquiry-based / hands-on learning experiences for K-12 students.
- Effective verbal and written communication.
- Experience coordinating/prioritizing work and activities of self/others.

**Application Deadline:**

First closing is 5:00 pm Friday, July 11, 2008; if not filled, every week thereafter until the search is closed. AA/EOE.

**Application Procedure:**

Candidates must send a letter of application specifying the position to which they are applying which must include a one-page personal statement outlining their qualifications for the position, a current and complete vita, and the complete names, addresses, email addresses, and phone numbers of four (4) professional references.

All applications must be sent by email to Amber Johnson at [anj@asu.edu](mailto:anj@asu.edu).

**Salary:**

\$38,000 to \$42,000 DOE

This is a grant funded position and is contingent on grant needs and future funding. This position is a year-to-year, full-time position with benefits.

**General Information:**

Start date is August 11, 2008. Must be available Monday-Friday for 40 hours per week, of which includes: two hours each day after school (3:30 pm to 5:30 pm) Monday-Thursday; occasional evening hours for parent nights/workshops (5:00 pm to 7:00 pm); remainder of the time on the Arizona State University, Tempe Campus. Position will require visits to partner school sites and classrooms during the day for recruitment and retention purposes; contact with students, teachers, parents, and volunteers. Please visit <http://itest.asu.edu> for more information about the Learning through Engineering Design and Practice project.

A background check is required for employment. Arizona State University is an equal opportunity/affirmative action employer. More information about the Mary Lou Fulton College of Education can be found on our website at: <http://coe.asu.edu>.