

## 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 2022, there will be two camps. SIM Camp Epsilon is for rising 8-10th grade students, and SIM Camp Delta is for rising 10th-12th grade students. The dates for camp as well as for staff training will be determined by the availability of the graduate staff members. Camp will be in-person, unless safety protocols require otherwise.

### POSITION SUMMARY

Instructors will teach a course that will meet for four days during one week of SIM Camp. They are encouraged to create their own course, but are welcome to choose from the list of past topics, found in the application.

Instructors will also provide assistant instructors with materials 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 \$20 per hour for up to 160 hours total. This roughly 80 hours during the planning periods and 40 hours per week during camp. All instructors must be available to work on campus during the training, planning, and camp weeks.

### 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

### Specific Duties:

#### Before Staff Training.

- Familiarize yourself with assistant instructors job description
- Review assistant instructor applications and help in the hiring process
- Complete any required pre-summer training
- Give appropriate administrator or the business office a supply list
- Complete pre-camp instructor survey

#### During Staff Training.

- Share preliminary course plan with AIs
- 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
- 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 can be adjusted accordingly.
- Record students' performance, including class participation, skills mastered, insightful questions or comments, and strengths or weaknesses.
- Advise the program coordinator and/or director 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 the director or Illinois Geometry Lab

**After Camp.**

- Complete post-camp survey
- Provide the director with finalized lesson plans
- Provide contact information to director where you can be reached in the next year