



**TITLE:** Academic Instructor

STEMM Bootcamp Instructor - Stipend \$2,050

Digital Literacy (DL) Instructor - Stipend \$750

English Language Arts (ELA) Instructor - Stipend \$1,100

College Prep (CP) Instructor - Stipend \$1,100

## **POSITION PURPOSE**

CPASS Foundation is looking for dedicated academic instructors across several curricula to join our team for a seasonal summer job, supporting our [STEMM Scholars Academy](#), a five-week high school residential Science, Technology, Engineering, Math, and Medicine (STEMM) program. As an Academic Instructor, you will play a pivotal role in ensuring the successful execution of the program's curriculum and Scholar outcomes. If you're passionate about working with underrepresented youth and dedicated to their growth, we encourage you to apply for this opportunity. You will participate in comprehensive training sessions led by our experienced trainers during your onboarding period.

## **Position Details**

- **Temporary Position:** This is an exempt non-benefited position
  - **Staff Training**
    - Training will take place from June 10 – July 3, with a mix of evening sessions (approximately 3 hours), full-day sessions (up to 8 hours beginning June 23), and asynchronous work.
    - Training will be conducted both virtually and in person, with schedules varying during this time. *Specific dates and times will be provided during the interview process.*
    - **In-Person Training:** July 1 – July 3, 2025. (Full-time)
  - **CPASS STEM Scholars Academy:** July 5, 2025 – August 9, 2025 (Full-time, In-Person)

*Should the employee miss any hours or days of work, the daily and therefore total compensation will be adjusted accordingly. If your assignment ends earlier than we anticipate for any reason, your compensation may also be reduced accordingly.*

## **Roles and Responsibilities:**

As a member of the Academic Team, you will report to the Lead Instructor (LI) and be responsible for ensuring scholar outcomes are achieved as outlined in the curriculum provided for each course. The Scholars will attend classes daily at Lewis University.

## **Key Responsibilities:**

As an Academic Instructor, your role will encompass a variety of essential tasks:

- **Curriculum Implementation:** Ensure the effective execution of the curriculum, maintaining alignment with program objectives. Thoroughly review materials and prepare for instructional delivery.
- **Scholar Support & Classroom Management:** Foster an environment conducive to learning by facilitating Scholars' academic needs. Monitor Scholar progress, provide constructive feedback, and track Scholar outcomes to ensure academic success.
- **Collaboration & Teamwork:** Work with fellow instructors to establish a cohesive curriculum plan and ensure its effective implementation across all classes.
- **Closing Celebration:** Guide Scholar in preparing presentations for the closing ceremony.



Below is the academic schedule based on each class during the 5-week Academy. Academic staff are expected on campus at least 30 minutes before the start of their class and attend weekly community and staff meetings.

Mon	Tues	Wed	Thur	Fri
<b><u>STEMM Bootcamp Year 2 &amp; Math Year 3</u></b> 8:45-10:15 AM				
Break: 10:15-10:30 AM				
<b><u>Science Year 2 &amp; 3</u></b> 10:30-11:30 AM				
LUNCH: 11:30-12:30 PM				
Transition: 12:30-12:45 PM				
<b><u>STEMM Bootcamp Year 3 &amp; Math Year 2</u></b> 12:45-2:15 PM				
Transition: 2:15-2:25 PM				
<b><u>ELA Year 2 &amp; College Prep Year 3</u></b> 2:25-3:25 PM	<b><u>Digital Literacy Year 2 &amp; Year 3</u></b> 2:25-3:25 PM	<b><u>ELA Year 2 &amp; College Prep Year 3</u></b> 2:25-3:25 PM	<b><u>Digital Literacy Year 2 &amp; Year 3</u></b> 2:25-3:25 PM	<b><u>ELA Year 2 &amp; College Prep Year 3</u></b> 2:25-3:25 PM
Break: 3:25-3:30PM		Break: 3:25-3:30PM		Break: 3:25-3:30PM
<b><u>ELA Year 3 &amp; College Prep Year 2</u></b> 3:30-4:30 PM		<b><u>ELA Year 3 &amp; College Prep Year 2</u></b> 3:30-4:30 PM		<b><u>ELA Year 3 &amp; College Prep Year 2</u></b> 3:30-4:30 PM
				<b>Community Meeting</b> 4:30-5:30 PM
Math & Study Hall 6:30-8:30 PM	Math & Study Hall 4:00-5:00 PM	Math & Study Hall 6:30-8:30 PM	Math & Study Hall 4:30-5:30 PM & 7:45-9:00 PM	Study Hall 6:30-7:30 PM

### Curriculum Overview

The curriculum is thoughtfully designed to create a seamless progression from one class to another. Over five weeks Scholars will apply their knowledge gained in subjects like math, science, ELA, digital literacy, and college preparation to complete a comprehensive culminating project. Instructors will collaborate closely to ensure a smooth and interconnected learning journey. Below is a brief overview of each class:

#### **STEMM Bootcamp Instructor - Stipend \$2,050**

- **PBL 1 & 2** – The STEMM Bootcamp course is designed to engage Scholars in hands-on, inquiry-based projects that integrate concepts from math, science, English, college preparation, and digital literacy. Through a series of structured phases, Scholars will define questions or purposes, conduct research, develop hypotheses, design & conduct experiments or build & test solutions, analyze data, draw conclusions, and ultimately present their findings to the public.

#### **Digital Literacy (DL) Instructor - Stipend \$750**

- **DL 2** - This digital literacy course aims to empower Scholars with the critical skills and knowledge needed to navigate the digital landscape responsibly and ethically. Through a series of engaging modules,



Scholars will explore topics such as media balance and well-being, news and media literacy, cyberbullying prevention, privacy and security, and effective communication in digital environments.

- **DL 3** - This digital literacy course is designed to equip Scholars with the essential skills and knowledge to navigate the digital landscape safely and responsibly. Through a series of interactive modules, Scholars will explore key topics such as media balance and well-being, news and media literacy, effective communication in digital relationships, cyberbullying prevention, and online privacy and security.

#### **English Language Arts (ELA) Instructor - Stipend \$1,100**

- **ELA 2** - This English Language Arts course delves into the intersection of race, culture, and language through the exploration of literature and writing strategies. Scholars will engage with texts that highlight diverse perspectives and experiences while honing their reading comprehension and writing skills.
- **ELA 3** - This English Language Arts course focuses on research methodologies, reading comprehension, and persuasive communication. Scholars will engage in the research process, refine their reading and writing skills, and learn to deliver persuasive speeches inspired by TED Talks.

#### **College Prep (CP) Instructor - Stipend \$1,100**

- **CP 2** - This college prep course is designed to equip Scholars with the essential skills and knowledge needed to successfully navigate the college admissions process and thrive in higher education. Through a comprehensive curriculum, Scholars will explore self-awareness, develop a college portfolio, assess college fit, prepare for standardized tests, refine study skills, and maximize the impact of extracurricular activities.
- **CP3** - This college prep course is designed to equip Scholars with the essential skills and knowledge needed to navigate the critical aspects of the college application process. Through a comprehensive curriculum, Scholars will learn strategies for securing scholarships, crafting compelling college essays, understanding financial aid options, and successfully transitioning to the first year of college.

#### **ABOUT CPASS FOUNDATION**

CPASS Foundation introduces middle school, high school, and college Scholars from underrepresented backgrounds to STEM fields, majors, and career opportunities. We provide access to STEM-related activities, education, and training, fostering confidence and expanding career pathways in industries like technology and healthcare.

Through partnerships with universities, medical schools, and organizations, we offer enriching after-school, weekend, and summer programs that strengthen STEM skills.

Our STEM Scholars Academy is a five-week, immersive summer program where high school Scholars explore STEM on a college campus alongside peers. Partnering with institutions like the Griffin Museum of Science and Industry, The Chicago School, and Lewis University, the Academy allows Scholars to return for up to three summers. The program includes courses in math, science, project-based STEM workshops, college prep, social justice, and English language arts.

Beyond the classroom, Scholars gain networking opportunities with STEM professionals of color, industry partner visits, mentorship, and year-round academic support—including intensive math enrichment, career workshops, and college prep—all at no cost.

Position requires walking, sitting, and standing day to day. Climbing stairs, running, and participation may be required during community activities. Lifting and carrying up to 20 lbs. of supplies may be required. Staff must adhere to COVID-19 safety precaution protocols put in place. All scholars and staff will be required to comply with the CPASS and university vaccine mandate for in-person programming. However, vaccine exemptions will be



considered based on medical exemptions, disability accommodations, or religious objections on a case-by-case basis.

### MISCELLANEOUS

Performs other duties as assigned.

### PREFERRED QUALIFICATIONS

**Required Education:** Bachelor's degree or higher in education, with demonstrated experience teaching the relevant subjects in a classroom setting.

Desired field (s) of study: Education

### Minimum Competencies:

- **Passion for Education:** A deep passion for empowering BIPOC high school Scholars on their journey to STEMM careers.
- **Educational Expertise:** A degree or equivalent experience in the field, coupled with a proven track record of academic classroom leadership.
- **Problem Solving:** Capacity to adapt and devise effective solutions when challenges occur.
- **Effective Communication:** Strong communication skills for collaboration with all staff and Scholars.
- **Time Management:** Effective time management skills to coordinate and participate in academic events and oversee academic staff.
- **Differentiated Instruction:** Ability to adapt teaching methods and materials to meet the diverse needs of Scholars.
- **Commitment & Cultural Competence:** Demonstrated commitment to the program's mission and values, fostering a belief in empowering young minds in STEMM. Proficiency in developing culturally responsive teaching approaches.

### PERFORMANCE METRICS

1. Execution and delivery of assigned projects.
2. Number of project deliverables that meet the expectations of the funders and collaborating partners.
3. Satisfaction from team members and partners.

### HOW TO APPLY

- Complete an online application [here](#). The application includes a place to upload your resume and cover letter and to provide written responses to specific prompts.
- Address cover letters to the Hiring Committee. No phone/email inquiries will be accepted.
- Candidates must pass all background checks.
- These roles are contractual
- These roles will close when filled.

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Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. CPASS encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals.