



TITLE: Lead Instructor (LI)

POSITION PURPOSE

The [CPASS Foundation](#) is seeking a dedicated Lead Instructor (LI) to join our team for a seasonal summer role, supporting our [STEMM Scholars Academy](#), a five-week high school residential Science, Technology, Engineering, Math, and Medicine (STEMM) program. As the LI, you will play a pivotal role in ensuring the successful execution of the program's curriculum, which spans two different campuses and supports both Scholars and academic staff. Your responsibilities will be full-time during weekdays, with some evening and weekend commitments. Your journey begins on March 17th, involving approximately 10 hours per week, and transitions to full-time responsibilities starting in June. During your onboarding period, you will participate in comprehensive training sessions led by our experienced trainers. In June, you will assist in the training of residential and academic staff before the Academy begins in July. Please note that this role is in-person during July and August.

Position Details

- **Temporary Position: This is an exempt non-benefited position**
 - Leadership Team Training: Evenings and weekends beginning April 17, 2025 (Asynchronous and synchronous). *Subject to change based on hire date*
 - Program Management: April 18, 2025 – June 9, 2025, <10 hours per week
- **All 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 12, 2025 (Full-time, In-Person)
- **Compensation:**
 - This is an exempt non-benefited position
 - Stipend, \$12,000.00

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.

- **Passion for Impact:** If you're passionate about working with underrepresented youth and dedicated to their growth, we encourage you to apply for this opportunity.

Role and Responsibilities:

As the LI, you will report to the Program Director (PD) and be responsible for the safety, well-being, and development of a group of underrepresented high school scholars during the STEMM Scholars Academy. The scholars will be engaged in programming at our various program partner locations, including the Museum of Science and Industry, The Chicago School, and Lewis University.

Key Responsibilities:

As the Lead Instructor (LI), your role will encompass a variety of essential tasks:

- **Hiring and Managing Academic Staff:** Recruit, hire, and manage all academic classroom staff, ensuring they are well-equipped to deliver the curriculum effectively.
- **Curriculum Execution:** Oversee the successful execution of the program's curriculum, ensuring fidelity to program objectives.
- **Academic Training:** Lead the training of academic staff providing them with the skills and knowledge required to deliver program content.
- **Scholar Support:** Facilitate and support scholars academic needs, ensuring a conducive learning environment.
- **Academic Event Participation:** Attend and support academic-related events during evenings and



weekends as required.

- **Program Improvement:** Collaborate with the PD to identify areas for program improvement and development.
- **Volunteer and Speaker Coordination:** Coordinate classroom speakers in collaboration with the Program Coordinator (PC) and ensure their alignment with program objectives.
- **STEMM Field Trips:** Plan and coordinate STEMM-related field trips ensuring a seamless experience for scholars.
- **Closing Celebration:** In collaboration with the PC, you will manage the scholar project exhibition.

ABOUT CPASS FOUNDATION

We introduce traditionally underrepresented middle school, high school, and college scholars to STEMM subjects, majors, and training. We encourage them to learn about the curricula, unique benefits, and the ever-growing job opportunities that STEMM-based companies like tech and health care offer. We aim to create multiple opportunities for Illinois-based scholars to participate in STEMM-related activities, receive an invaluable education, and continually grow in this intriguing field. The more they learn about STEMM, the more career opportunities – and confidence – our scholars can expect.

We educate scholars to realize that STEMM careers have expanded far beyond tech and into medicine and other health-related and creative fields. We partner with universities, medical schools, and other organizations to provide rewarding enrichment opportunities that strengthen STEMM-based skills. After school, weekend and summer programs are available.

Our STEMM Scholars Academy offers a unique opportunity for high school scholars to spend five immersive weeks on a college campus, exploring the wonders of STEMM alongside like-minded peers. The program's structure involves partnering with institutions such as the Museum of Science and Industry, The Chicago School, and Lewis University. Scholars return each summer they are in high school and are provided with diverse classes, including math, science, project-based STEMM workshops, college preparation, peace and social justice, and English language arts.

Moreover, the program extends support beyond the classroom, offering exclusive networking opportunities with STEMM professionals of color, industry partner visits, mentorship, and other valuable programming. Even during the academic year, scholars receive intensive math enrichment, attend career workshops, build networks, and access college prep resources—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: Master's degree or a higher-level degree in education ideal candidate has taught STEMM courses in the classroom

Desired field (s) of study: Education

Minimum Competencies: (Skills, knowledge, and abilities.)

- **Passion for Education:** A deep passion for empowering underrepresented high school scholars on their journey through the STEMM fields.
- **Educational Expertise:** An advanced degree or equivalent experience in a STEMM field, coupled with a proven track record of academic leadership.
- **Management Skills:** Strong management skills to effectively hire, train, and oversee academic staff.
- **Curriculum Development:** Ability to assist in curriculum development and execution.
- **Effective Communication:** Strong communication skills for collaboration with academic staff, scholars,



and the Program Director.

- **Training and Development:** A strong commitment to training and developing academic staff to achieve program objectives.
- **Time Management:** Effective time management skills to coordinate and participate in academic events and oversee academic staff.
- **Commitment:** A commitment to the values and mission of the program and a belief in empowering young minds in STEMM.

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.
- This position is contractual.
- This position will close when filled.

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.