UBC Geering Up Engineering Outreach
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www.geeringup.apsc.ubc.ca

Teacher Pro-D Instructor - Job Description

About the Organization

UBC Geering Up Engineering Outreach is a non-profit, student-run organization dedicated to promoting science, engineering and technology (STEM) to the children and youth of British Columbia through fun, innovative and hands-on experiments and projects. Geering Up also strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 20 years, we have reached over 150,000 youth.

More information about Geering Up is available at www.geeringup.ca

Job Summary

The Teacher Pro-D Instructor supports the delivery of Geering Up’s Teacher Professional Development program to teachers across British Columbia. The Instructor will be asked to plan and deliver workshops, one-day, and multi-day teacher professional development programs.

Under the guidance of the Geering Up Coordinators and Program Manager, the Instructor is required to:

1. Deliver teacher training workshops throughout the Lower Mainland
   a. Deliver training at local schools
   b. Deliver training at local conferences
2. Lead the curriculum design for teacher training
   a. Create activities connected to the curriculum which teachers can easily implement in their classrooms
   b. Write lesson plans for activities and provide these lesson plans to teachers
   c. Design computer science/coding activities for teachers to use in their classrooms
3. Order, organize, and prepare activity materials for teacher Pro-D events
4. Support with all logistics for teacher Pro-D events
5. Implement and document any necessary modifications to the activities
6. Follow safety and risk management policies and ensure every teacher is safe and having fun
7. Complete all evaluations and reports in a timely manner
8. Perform other duties, as requested by the Coordinators. This may include planning and instructing workshops and events for youth, and leading new forms of teacher professional development.

Qualifications
1. Experience working in a teaching environment
2. A strong background in science, engineering, technology, or education
3. Familiarity with the BC School Curriculum and BC Education System is an asset
4. Confidence in communicating with teachers and school administration
5. Willingness to gain expertise on a variety of STEM topics
6. Basic knowledge of computer science topics is an asset
7. Proven leadership skills and exceptional teamwork abilities
8. Excellent communication and interpersonal skills
9. Planning, organizational, multitasking, and self-directed work skills
10. A valid driver's license and access to a car for work is an asset but not required
11. Special consideration given to those with formal training in education, those who have worked in a summer camp or classroom environment in the past, and those with current Standard First Aid certification.
12. All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

Term of Appointment
This position is full-time. Applicants must be available on some evenings and weekends to attend events. This position runs from September 6th, 2022 to April 30th, 2023. Start date is flexible. An extension into the summer may be considered for the right applicant.

Remuneration
35 hours per week. The wage of the position is $18.62/hr - $20.00/hr based on the applicant’s time worked with Geering Up. A higher wage may be offered for experienced applicants.

How to Apply
Please complete and submit the following items to Geering Up:
Application forms can be found on our website, www.geeringup.apsc.ubc.ca/staff/ You must apply via this form. The application form will request you to attach your cover letter and resume on the last page. Applications sent via email or via careers online will not be accepted. The deadline for applications is July 24th, 2022 @ 11:59 PM PST.