Instructor

Position Dates: June/July 2020
CRISIS: https://tip.duke.edu/about/employment/program-overviews/crisis
Summer Studies: https://tip.duke.edu/about/employment/program-overviews/summer-studies

General Description
The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth in grades four through twelve. Each year, Duke TIP enrolls nearly one hundred thousand new students in its talent searches through above-level testing, recognizes them for their achievements, and provides them with a variety of enrichment benefits. TIP offers accelerated face-to-face and online educational programs to more than eight thousand students each year.

Occupational Summary

Instructors support the student experience and implement the academic philosophy of Duke TIP. Instructors are responsible for preparing and teaching challenging and engaging courses and managing the learning environment. Housing and meals are provided on site. The Instructor should promote and model Duke TIP mission and policy at all times.

Job Duties

- Duties include full-time day, evening and weekend commitments
- Weekly check-in calls with your Duke TIP Main Office supervisor
- Prepare/Review course content, materials, and/or delivery prior to start of term (varies by program model) as directed by Duke TIP guidelines
- Communicate the curricular plan to, collaborate with, and mentor the teaching assistant; assign duties as needed, including all activities the teaching assistant facilitates
- Engage students in instruction during all scheduled class times
- Communicate frequently with each student about class performance and document student progress in a summary evaluation
- Actively supervise students during scheduled duty hours, particularly lunch
- Work with the Academic Coordinator to modify curriculum and/or pedagogy to support the needs of the students
- Communicate noticeable changes in behavior, concerns about students, and issues with student conduct to the teaching assistant and administrators
- As guided by administrators, communicate with parents
- Attend all instructional staff meetings
- Pack and inventory supplies as directed by Duke TIP guidelines
- Organize and oversee the details of program opening and closing
- Evaluate and report as directed at the end of the program
- Perform other related duties incidental to the work described herein

What You’ll Need to Know and Be Able to Do:
- Prepare/Review course material prior to the start of the term
- Strong leadership skills and supervisory skills
- Ability to manage a group of students
- Excellent planning and organizational skills
- Time management skills with whole-project/big picture orientation
- Ability to work independently and on a team
- Redirect and troubleshoot challenging student conduct
- Provide instructional intervention and support
- Ability to adapt to unexpected changes and plan revisions
- Effectively utilize administrative supports and resources

Experience You’ll Gain (and can add to your resume) through training and completing the role:
- Co-development and delivery of course curriculum/content
- Implementing classroom and process management strategies
- Participation in team culture of academic staff
- Communicating with diverse stakeholders, including students, parents, university staff, and Duke TIP main office
- Aligning content area/subject matter with career focus
- Operating with continuous learning and development expectations
- Supervision and delegation of duties for a Teaching Assistant
- Initiative and self-direction
- Multi-tasking and adaptability

“Working with TIP has been an amazing opportunity. From networking to learning about my strengths and weaknesses.”

“Developing my course allowed me to further explore my interest in my field and put me into contact with others in similar fields.”

Supports You’ll Receive:
- Online trainings leading up to summer
- Site visits by your Duke TIP Main Office supervisor
- Chronological staff manual to guide your work
- A highly-qualified team working as your site administrators
- Housing and meals are provided on site (if needed).

Educational Requirements
- A bachelor’s degree and graduate coursework with specific emphasis in the course-related subject area or at least one year of teaching experience is required.
- Significant graduate coursework, terminal degrees, or professional experience are preferred.
- Experience with elementary, middle school and/or high school students is preferred.
- Experience with programs and/or curricula for academically gifted students is preferred.

Knowledge, Skills & Abilities
- Proficient in current teaching practices
- The ability to engage gifted students in learning
- Collaborative, flexible, innovative
- The ability to prepare and teach a challenging course

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