

North Central Montana Upward Bound Program

Upward Bound Academic Instructors/Counselors

10 month; 50% time commitment; (One position – Hays/Lodge Pole High School)

- A. Position Description:** Assist in the planning & implementation of Fort Belknap Indian Community's North Central Montana Upward Bound (college preparatory program); Annually serve 75 income eligible, first generation high school students from diverse backgrounds. The Academic Instructor/Counselor coaches students through sessions to review academic progress and builds relationships with Upward Bound students by helping students identify their college, career and academic goals and aspirations. Coordinates & participates in all Upward Bound enrichment events such as orientation, open houses, recruiting events, financial literacy & academic skills workshops, college visits, etc.

B. Upward Bound Academic Instructors/Counselors Responsibilities:

• Assist in the identification and selection of Upward Bound participants;
• Provide needs assessment and individual developmental plans for Upward Bound participants;
• Provides academic instruction, personal, career and higher education counseling to Upward Bound participants;
• Work with target schools and local postsecondary education institutions to identify and select part-time instructors and tutors;
• Provide tutoring and coordinate activities;
• Administers, scores & correlates data for projects records of academic tests;
• Plans and delivers cultural events and campus visits;
• Provides a series of workshops, including career development, financial aid, internet scholarship searches, and email program information to Upward Bound participants and their parents/guardians;
• Submit student progress reports; and
• Provide student outcomes data.

C. Minimum Qualifications:

Qualifications Required	
•	Bachelor's Degree Required with concentration in counseling, education or related field, Master's Degree preferred;
•	Five years teaching experience working with disadvantaged individuals;
•	Computer skills; power point; group presentation skills; internet experience; and
•	Knowledge of American Indian culture, language and traditions and circumstances of those that are under-represented in education and business.