
Upward Bound Secondary/Post-Secondary Planning Instructor
(July 8-17, 2025)

LOCATION: [Wayne Memorial High School](#)

REPORTS TO: Building Administrator/Upward Bound Director

COMPENSATION: Stipend: \$1,120.00

POSTING DATES: April 17, 2025 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Instituted in 1983 – Upward Bound is a college preparation program funded by the United States Department of Education located at Wayne Memorial High School

SCHEDULE:

- Monday through Thursday 8:00 A.M. to 12:00 P.M.
- Two pre-program curriculum meetings
- One Friday field trip- Hours will vary

ESSENTIAL DUTIES AND RESPONSIBILITIES: *other duties may be assigned*

- Instruct rising high school Junior and Seniors in all levels of Post Secondary Planning.
- Pre and post-test all participants.
- ACT/SAT English preparation
- Assist students in career exploration and writing college admissions essays.
- Implement and support processes that support the WMHS Writing initiative.
- Planning and submission of course objectives, process, and syllabi.
- Evaluate student progress weekly, refer student concerns to Director.

EDUCATION AND EXPERIENCE:

- Possess a Michigan Secondary Teaching Certificate in English; additional School Counseling certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Experience in curriculum development and individualized instruction
- Demonstrated ability to relate to minority, college bound, disadvantaged high school students
- Enthusiasm and willingness to work in unique, non-traditional setting
- Prefer personnel with background similar to students being served OR personnel with TRIO experience.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

This person must be able to remain in a stationary position for long periods of time and must be able to move about the classroom, building, etc. as needed. This person must be able to communicate with students, parents, other teachers and administrators and must be able to exchange accurate information in these situations.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

TERMS OF EMPLOYMENT:

Stipend: \$1,120.00

APPLICATION PROCEDURE:

Apply online at <https://www.wwcsd.net> or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.