



GEMS 2020 Resource Teacher Responsibilities

Purpose

The Gains in the Education of Mathematics and Science (GEMS) Summer Program is an Army sponsored educational outreach program focused on a Science, Technology, Engineering, and Mathematics (STEM) learning experience, enabling students to experience science and engineering in real world Army laboratory settings.

Middle school students attend one week workshops to explore STEM activities that are supported by Army scientists and engineers. Age and grade-level appropriate activities are utilized to inspire students to consider STEM subjects and DoD careers.

The Resource Teacher works collaboratively with the program coordinator, near-peer mentors, and ARL scientists and engineers to provide instruction and engage students in inquiry-based, hands-on science experiments and activities, based on current ARL essential research areas. The Resource Teacher is expected to be fully engaged in classroom activities and perform other related duties as assigned.

GEMS Summer Program Schedule

Orientation/Planning Week: July 13-17

GEMS I

July 20-24, 2020

July 27-31, 2020

Program Wrap-Up: July 31

Location

Joint Forces Training Base, Los Alamitos
11206 Lexington Dr.
Los Alamitos, CA 90720

Attendance

1. Arrive to work on time every day (Tardiness/absences result in delay of the program schedule)
2. Report unscheduled tardies/absences to the program coordinator prior to 7:30 a.m. daily
3. Sign-in and Sign-out daily
4. Monitor arrival and departure time of near-peer mentors and students

5. Allow additional travel time for unexpected traffic delays and installation vehicle inspection
6. Notify the program coordinator if you are running late
(Stipends will not be given for extensive tardiness and absences)
7. Utilize reliable transportation that will enable punctual program participation\
8. Coordinate with Subject Matter Experts (SMEs) and make sure activities are set up
9. Keep the program on schedule – make sure breaks and activities last happen within the given time slots.

Prior to GEMS Summer Program

1. Complete all paperwork immediately following submission of the signed Acceptance Letter to include: ARL Resource Teacher Responsibilities and W-9 documents by Wednesday, July 3rd, 2019
2. Complete necessary information online for background investigation
3. Develop curriculum (labs and ice-breaker activities) to use during topic introductions, between lessons, and during breaks and lunch (brain teasers and higher level thinking activities)
4. Review and provide recommendations regarding GEMS current curriculum and update as needed for enhancement
5. Attend mandatory Orientation/Planning sessions
6. Supervise Near-Peer Mentors during Orientation Sessions
7. Work collaboratively with GEMS program coordinator, near-peer mentors, and ARL employees to prepare program materials
8. Provide input regarding the Student Evaluation Form, as needed

Throughout GEMS Program

1. Develop program curriculum
2. Supervise near-peer mentors and students daily
3. Resolve conflicts and concerns with students and/or near-peer mentors in a timely manner (Inform the program coordinator about concerns, as needed)
4. Responsible for overseeing and maintaining program area
5. Provide guidance and supervision for all activities throughout the program day
6. Provide a safe and orderly learning environment
7. Supervise GEMS staff with setting up labs prior to STEM modules
8. Supervise GEMS staff with breaking down labs after each STEM module
9. Immediately notify the program coordinator about all health, safety, and student behavior concerns or any concerns that may impact program success
10. Enforce safety procedures and rules at all times
11. Work with scientists and engineers, and near-peer mentors regarding content discussions, activities, and lab experiments
12. Monitor progress of students and provide verbal/written feedback to the program coordinator, as needed
13. Lead the weekly Closing Ceremony
14. Attend all staff meetings
15. Must be present for the duration of the program
16. Complete near-peer mentor and student evaluations

17. Work collaboratively with GEMS program coordinator, near-peer mentors, and CCDC ARL employees to prepare program materials
18. Perform other related duties as assigned
 - a. Checking in students

Post-GEMS Program

1. Supervise detailed inventory, packing, and clean-up of materials at program conclusion
2. Complete program evaluation
3. Complete all security out-processing requirements

Additional Requirements

The Resource Teacher must be an U.S. Citizen.

All participants should plan to remain on site for the duration of the program day. Due to the limited time available for lunch, the resource teacher is expected to bring a bag lunch each day. A refrigerator and microwave is available for use. The resource teacher is expected to monitor the near-peer mentors and students during lunch and enforce appropriate behavior rules.

All participants are expected to dress appropriately for this professional environment. Comfortable, business casual attire is required. No open toed shoes, shorts, or revealing/sleeveless/tank tops are permitted. Long hanging necklaces/earrings, heavy jewelry, and excessive/bulky or tight-fitting clothing is permitted. Pants must be below the calf. This criteria is enforced for safety reasons and is also required of student participants. Failure to comply with requirements may result in a disciplinary action.

All participants are expected to conduct themselves in a courteous, professional manner to minimize disruption in the workplace. The resource teacher is expected to model appropriate and respectful behavior for program participants, at all times.

2020 GEMS Resource Teacher Agreement

I understand that during my participation as a GEMS Resource Teacher, I am expected to perform the following:

1. Complete, sign, and return the provided documents by Friday, March 27, 2020
2. Arrive to work on time each day
3. Assume a leadership role and demonstrate appropriate professional behavior
4. Assist with set-up and break down of labs
5. Treat all GEMS participants, staff, and ARL employees with respect
6. Fully engage in all program activities
7. Enforce all safety and security requirements
8. Identify areas of concern and promptly notify the program coordinator in a timely manner
9. Promote and provide a positive learning environment
10. Perform other related duties as assigned

Signature: _____

Printed Name: _____ Date: _____