

Instructor

Job Description

2007

The primary responsibility of each staff member of the Summer Institute for the Gifted is the safety and well being of all students. Instructors are responsible for providing quality academic instruction to students. In addition, it is the responsibility of every Instructor to ensure that each student in his/her class has an enjoyable, productive, challenging, and meaningful experience in that class. The Instructor does not reside on the campus during the session and is not provided with campus office space, but rather utilizes his/her home office for preparatory or other work relating to the position

Residential Program: Instructors report to the **Academic Dean**. Students are in **grades 4-11**.

Day Program: Instructors report to the **Day Program Director**. Students are in **grades K – 6**.

Qualifications:

1. a minimum of a bachelor's degree, master's degree (or equivalent) preferred
2. a minimum of three years teaching experience preferred, some of which should include teaching gifted students
3. a strong commitment to gifted education
4. a working knowledge of the academic needs of gifted students
5. strong interpersonal skills and strong organizational skills
6. a genuine sensitivity to the needs of all children
7. a professional attitude and manner that reflects the high standards of the program you serve and represent

Responsibilities:

1. Provide appropriate, intellectually stimulating instruction in each class by taking into consideration the unique abilities of each student.
2. Interact with students, parents, and staff regarding the progress of students in your classes.
3. Monitor the behavior of students and staff in the academic setting, work with the Residential Academic Dean or Day Program Director and the teaching assistant, to monitor classroom operations in terms of absenteeism, tardiness, and discipline.

4. Coordinate with the Residential Academic Dean or Day Program Director at all times to ensure the successful operation of the SIG program.
5. Work in cooperation with the Residential Academic Dean or Day Program Director, support him/her regarding area(s) of expertise.
6. Submit to the Residential Academic Dean or Day Program Director, two weeks prior to the first day of instruction, a unit outline that explains how the instructor will implement the course goal and objectives.
7. Submit a budget request form to the Residential Academic Dean or Day Program Director at least two weeks prior to the beginning of the program.
8. Attend a faculty meeting during the staff orientation one or two days prior to the start of the program.
9. *Be present to consult with parents from 9:00 – 11:00 a.m. on Parent Visitation Day.**
10. *Submit new/young student reports to the office by the fourth day of the first week of the program.**
11. *Contribute to the intellectually stimulating environment of the Summer Institute for the Gifted community on campus by making an effort to visit the evening programs on campus, by accompanying weekend trips when schedule permits, and by joining students for daytime meals or recreational activities.**
11. Submit mid-program reports to the Residential Academic Dean/ Day Program Director on any student(s) who may be having difficulty in class.
12. Submit an evaluation of the performance of teaching assistants.
13. Attend the Final Program Ceremony on the last day of the session.
14. Submit a final student performance review for each of your students prior to the closing ceremony.

* These responsibilities apply only to those Instructors teaching at Residential Programs