



River Plaza • 9 West Broad Street  
Stamford, CT 06902-3788  
(866) 303-4744 toll free  
Fax (203) 399-5455  
[www.giftedstudy.com](http://www.giftedstudy.com)

Dear Applicant,

The Summer Institute for the Gifted (SIG) has been a leading provider of gifted educational opportunities since 1984 and is recognized within the gifted and talented community for providing the highest quality programs available to meet the needs of academically advanced students. SIG combines academic, cultural, and recreational programming, which is designed to provide an intellectually stimulating, warm, and enjoyable three week experience for participating students. Our summer programs now serve over 1,900 gifted students and are located on twelve prestigious campuses throughout the continental United States.

In order to provide our students with the high-quality learning experiences, which they have come to expect from SIG, it is imperative that we hire well-trained and dedicated employees. As a SIG employee, you would have the opportunity to contribute to the creation of a supportive, structured, and safe community that caters to the social and emotional needs of our gifted students.

If you are interested in applying for a position with the Summer Institute for the Gifted, please fill out the appropriate application form. **Please do not forget to attach your resume.** Once we have received your completed application, you will be contacted if your qualifications meet our needs. If you have any questions concerning the application process, please do not hesitate to contact Amy Blake at [ablake@giftedstudy.com](mailto:ablake@giftedstudy.com). Thank you for considering the Summer Institute for the Gifted in your search for summer employment.

Sincerely,

A handwritten signature in cursive script that reads 'Amy R. Blake'.

Amy R. Blake  
Program Supervisor

# *Instructor Job Description*



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, 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.*
12. Submit mid-program reports to the Residential Academic Dean/ Day Program Director on any student(s) who may be having difficulty in class.
13. Submit an evaluation of the performance of teaching assistants.
14. Attend the Final Program Ceremony on the last day of the session.
15. Submit a final student performance review for each of your students prior to the closing

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

# Instructor Application



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, or any other legally protected status.

**(PLEASE PRINT)**

How did you learn about us?

- Advertisement                       Relative                       Friend  
 Colleague                               Website                       Other \_\_\_\_\_

Last Name	First Name	Social Security Number
Address <i>Number</i>	<i>Street</i>	<i>City</i>
	<i>State</i>	<i>Zip Code</i>
Telephone (Home)	Telephone (Cell)	E-Mail Address

Best time to contact you at home is: ..... : .....

By checking this box, I agree that I will be 18 or older by June 1 of the program year.....  Yes  No

Have you ever filed an application with us before? .....  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?.....  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?.....  Yes  No

May we contact your current employer?.....  Yes  No

Have you ever been convicted of a criminal offense?.....  Yes  No  
 If Yes, please explain \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status .....  Yes  No  
*Proof of citizenship or immigration status will be required upon employment*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION

	Name of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.


## EMPLOYMENT EXPERIENCE

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			

2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			

3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper

List professional, trade, business or civic activities and offices held.

## ADDITIONAL INFORMATION

Summarize special job-related skills and qualifications acquired from employment or other experience

## SPECIALIZED SKILLS

<input type="checkbox"/> Spread Sheet	<input type="checkbox"/> Shorthand	<input type="checkbox"/> Word Processing (WPM _____ )
<input type="checkbox"/> Publishing	<input type="checkbox"/> Other _____	

## REFERENCES

1.	( )
(Name)	(Phone #)
(Address)	(E-Mail Address)
2.	( )
(Name)	(Phone #)
(Address)	(E-Mail Address)

PLEASE NOTE: REFERENCES WILL BE CONTACTED.

# CAMPUS SELECTION

Please indicate your campus preference by placing a “1” next to your first choice and a “2” next to your second choice and so forth. You may select two consecutive sessions.

**PLEASE NOTE THAT YOU MUST LIVE WITHIN COMMUTING DISTANCE OF THE CAMPUS.**

## Residential Program

_____	Vassar College I	Poughkeepsie, NY	June 23—July 13
_____	Bryn Mawr College I	Bryn Mawr, PA	June 23—July 13
_____	Drew University	Madison, NJ	June 23—July 13
_____	Emory University	Atlanta, GA	June 24—July 14
_____	University of Michigan	Ann Arbor, MI	June 24—July 14
_____	University of California	Berkeley, CA	July 1—July 21
_____	Princeton University	Princeton, NJ	July 15—August 4
_____	Vassar College II	Poughkeepsie, NY	July 15—August 4
_____	Bryn Mawr College II	Bryn Mawr, PA	July 15—August 4
_____	Amherst College	Amherst, MA	July 22—August 11
_____	University of California	Los Angeles, CA	July 29—August 18

## Day Program

_____	Moorestown Friends	Moorestown, NJ	June 25—July 13
_____	Manhattanville College	Purchase, NY	June 25—July 13
_____	Bryn Mawr College I	Bryn Mawr, PA	June 25—July 13
_____	Fairfield University	Fairfield, CT	July 16—August 3
_____	Bryn Mawr College II	Bryn Mawr, PA	July 16—August 3

# ADDITIONAL QUALIFICATIONS

Do you have a Red Cross Water Safety Instructor (WSI) Certificate?.....  Yes  No

If Yes, Expiration Date \_\_\_\_\_

Do you have a Red Cross Water Safety Lifeguard Certificate?.....  Yes  No

If Yes, Expiration Date \_\_\_\_\_

Do you have CPR Training?.....  Yes  No

If Yes, Expiration Date \_\_\_\_\_

Do you have First Aid Training?.....  Yes  No

If Yes, Expiration Date \_\_\_\_\_

# QUESTIONS

How would you describe your teaching style? (Attach another sheet if necessary)


What things would you do to ensure that gifted students are engaged and challenged?


Name three fields of study or broad topics in which you consider yourself to be an expert (e.g. Biology, Comedy Improv, Painting and Drawing etc.)


Which of the following teaching strategies could you easily employ with gifted students during our program , assuming each strategy is appropriate to your class?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Flexible groupings | <input type="checkbox"/> Tiered activities          | <input type="checkbox"/> High level questioning            |
| <input type="checkbox"/> Compacting         | <input type="checkbox"/> Contracts/management plans | <input type="checkbox"/> Independent study and/or projects |

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, the activities involved in the job or occupation for which you have applied.

YES

NO

I certify that I will be 18 or older by June 1 of the program year and that answers given herein are true and complete.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

PLEASE ATTACH YOUR **RESUME** TO THIS APPLICATION AND FORWARD TO:

ATTN: SIG Staffing  
Summer Institute for the Gifted/ AIFS  
River Plaza•9 West Broad Street  
Stamford, CT, 06902-3788

# 2007 Day Program Course Offering Form



Name \_\_\_\_\_ Date \_\_\_\_\_

## Grade level preference for students

Grades K-1

Grades 2-3

Grades 4-6

Below is a list of course offerings available to students attending the Summer Institute for the Gifted day programs. Place a check mark next to those courses with which you feel qualified to be involved.  
Visit our website at [www.giftedstudy.com](http://www.giftedstudy.com) for course descriptions.

### Grades K-1

- \_\_\_ DP10 The Write Stuff
- \_\_\_ DP11 Geometry All Around Us
- \_\_\_ DP12 Creatures of Habitat
- \_\_\_ DP13 Energy Everywhere
- \_\_\_ DP14 Aspiring Architects **NEW!**
- \_\_\_ DP15 Pattern Potpourri **NEW!**

### Grades 2-3

- \_\_\_ DP20 The Writer's Block
- \_\_\_ DP21 News Net
- \_\_\_ DP22 Musical Theater Exploration
- \_\_\_ DP23 Math in all Probability
- \_\_\_ DP24 Be a Pet Vet **NEW!**
- \_\_\_ DP25 Ocean Overview
- \_\_\_ DP26 Rocks, Minerals and Crystals
- \_\_\_ DP27 Sunshine Science **NEW!**
- \_\_\_ DP28 Machines Made Simply
- \_\_\_ DP29 Emerging Engineers **NEW!**
- \_\_\_ DP30 America's Pioneers **NEW!**
- \_\_\_ DP31 Problems, Solutions, Inventions

### Grades 4-6

- \_\_\_ DP40 Speaking of Writing
- \_\_\_ DP41 Going to Court
- \_\_\_ DP42 Anticipating Algebra
- \_\_\_ DP43 Marine Biology
- \_\_\_ DP44 Chemistry: The Essential Element
- \_\_\_ DP45 Paleontology: Remains to be Seen
- \_\_\_ DP46 The Search for Life in Outer Space **NEW!**
- \_\_\_ DP47 Spying: Secrets, Surveillance, & Science **NEW!**
- \_\_\_ DP48 How'd They Build That?
- \_\_\_ DP49 Move Over Sherlock
- \_\_\_ DP50 Skillful Sculpting
- \_\_\_ DP51 Theater: From Improvisation to Characterization

# 2007 Residential Program Course Offering Form



Name \_\_\_\_\_ Date \_\_\_\_\_

**Grade level preference for students**      Grades 4-6       Grades 7-8       Grades 9-11

Below is a list of course offerings available to students attending the Summer Institute for the Gifted residential programs. Place a check mark next to those courses with which you feel qualified to be involved.  
Visit our website at [www.giftedstudy.com](http://www.giftedstudy.com) for course descriptions.

<p><b><u>Grades 4, 5 &amp; 6</u></b></p> <p>___ J01 Speaking of Writing          ___ J02 Going to Court          ___ J03 Fantasy Fiction Fun          ___ J04 Fabulous French          ___ J05 Creative Math Paths          ___ J06 Anticipating Algebra          ___ J07 Dollar Scholars          ___ J08 Chemistry: The Essential Element          ___ J09 It's a Blast Off!          ___ J10 The Search for Life in Outer Space <b>NEW!</b>          ___ J11 Zest for Zoology          ___ J12 Paleontology: Remains to be Seen          ___ J13 Spying: Secrets, Surveillance and Science <b>NEW!</b>          ___ J14 Move Over Sherlock          ___ J15 The Proof is in the Logic          ___ J16 How'd They Build That?</p> <p><b><u>Grades 7 &amp; 8</u></b></p> <p>___ M17 The Writer's Palette          ___ M18 Word Power          ___ M19 What's your Point?          ___ M20 Roots of Human Behavior          ___ M21 Inquiring Minds          ___ M22 Mysteries in History          ___ M23 Journey into Jurisprudence          ___ M24 Hola to Adios: Spanish for Beginners          ___ M25 Algebraic Expressions          ___ M26 Geometric Highlights          ___ M27 Bonding with Chemistry          ___ M28 Biology Basics          ___ M29 Robot Rendezvous          ___ M30 Disaster Prevention and Preparation <b>NEW!</b>          ___ M31 Privacy in the Age of Technology <b>NEW!</b>          ___ M32 Thinking Outside &amp; Beyond the Box          ___ M33 Graphic Arts as a Marketing Tool          ___ M34 Business Basics          ___ M35 Survival: Will and Skill          ___ M36 Sensational Chocolate          ___ M37 Space-Time: A Continuum in Motion</p>	<p><b><u>Grades 9, 10 &amp; 11</u></b></p> <p>___ S38 Word Origins for SAT Success          ___ S39 Writing Matters          ___ S40 Guiding Principles of Philosophy          ___ S41 Artificial Intelligence          ___ S42 Psychological Perspectives          ___ S43 Highlights of Algebra II with Trigonometry          ___ S44 Getting Into Calculus          ___ S45 Jump Start Your SAT Math Score          ___ S46 Physics Fundamentals in Motion          ___ S47 Applications of Chemistry          ___ S48 Politics of Energy: Fuel for Thought <b>NEW!</b>          ___ S49 Women's Studies: Issues of Identity <b>NEW!</b>          ___ S50 Globalization: Cash and Clash of Civilization <b>NEW!</b>          ___ S51 Psychic Phenomena <b>NEW!</b>          ___ S52 Crime Scene Investigation          ___ S53 Gene Splicing on the Cutting Edge of Medicine</p> <p><b><u>Visual And Performing Arts</u></b></p> <p>___ A54 Lock, Pop, and Hip Hop          ___ A55 Singing Sensations <b>NEW!</b>          ___ A56 Laugh Tracks          ___ A57 Broadway Beckons          ___ A58 Knit Knack <b>NEW!</b>          ___ A59 Cartoon Comics          ___ A60 Skillful Sculpting          ___ A61 Digital Photography</p> <p><b><u>Fitness and Recreation</u></b></p> <p>___ R62 Tennis          ___ R63 Getting in the Swim of Things          ___ R64 Volleyball Vitals          ___ R65 Sports Spot          ___ R66 Awesome Archery          ___ R67 Fencing: Foils to Epees          ___ R68 Meditation: Mantras, Mandalas, and Mindfulness          ___ R69 Self-Defense Sense</p> <p><b><u>College Prep</u></b></p> <p>___ C70 College Admissions Seminar</p>
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