



wcaty

Wisconsin Center for Academically Talented Youth
University of Wisconsin - Madison

ALP Educational Assistant Position Description

Accelerated Learning Program: June 25 – July 15, 2017 at UW-Madison

During the three weeks of ALP, students will complete the equivalent of a full year of high school coursework or a one-semester college class. Students study and learn with experienced and talented faculty and receive a first-hand introduction to college life with access to campus facilities and recreational activities. The Educational Assistant works to support the instructor and students so that the instructional program is well prepared and learners have a quality educational experience. **It is essential that the Educational Assistant have strong content knowledge in the subject area in which they will assist.** EA responsibilities include the following:

Before the Program (May – June):

- Participate in a telephone conversation, email or in-person conversation with the instructor of the course to discuss initial plans for classroom operations and to discuss duties and expectations. Attend the instructional/orientation training session before the program begins (dates will be confirmed upon employment).
- Complete all employment forms, online trainings, background checks, and send verification to WCATY.

During the Program:

- Assist the instructor in carrying out their responsibilities during all class times and in offering one-on-one help to students. Be ready to help with grading papers, running errands, library research, and advance planning of activities that can enhance student learning.
- Be responsible for taking attendance each morning, afternoon, and evening. Report any daytime absences to the program assistant or program director.
- EAs should **be prepared to lead the evening study sessions**, which run Sunday-Thursday from 6-8PM. The exact schedule for evening hours will be arranged with the instructor. The instructor is responsible for overseeing preparation for learning activities during that time, but EAs are expected to maintain an active dialogue with the instructor about student instruction throughout the day.
- Assist in the open communication among staff members: instructional staff, residential staff, and Program Director.
- The usual daily instructional schedule is 9:00 a.m. - 11:30 p.m., 12:30 - 3:00 p.m., and 6:00 - 8:00 p.m. The weekly schedule runs from Sunday 6:00 p.m. evening session to Friday afternoon at 3:00 p.m.
- EAs are expected to work with the instructor to help evaluate students throughout the program, provide frequent updates on progress and areas for improvement, and provide information for the final assessment at the end of the three weeks.
- Attend instructional staff meetings (held Wednesdays from 3-4:30 P.M.), initial parent/student/instructor meeting on Opening Day; instructional staff meetings (at discretion of instructor); and breakfast/lunch meetings with residential staff; student exit interviews (beginning at 8AM) and Closing Ceremony on the final Saturday of the program.
- Attend EA specific meetings facilitated by the Instructional Facilitator. The meetings will be held Mondays, Tuesdays, and Thursdays from 4:30-5 P.M. in the Lakeshore area.
- Be a role model for the students and maintain a professional relationship. Be aware at all times of the image you portray to them. Because of their brightness, it is difficult at times to remember that these are young adolescents.

Salary:

- \$400-\$425 per week (depending on experience with WCATY) for three weeks of employment
- EAs will be provided lunch and dinner during the week
- Housing: If WCATY provides housing for an EA, \$100 will be taken off the weekly compensation to cover the cost of lodging and the extra meals. WCATY will provide the additional \$500 towards housing.
- You may **request** a parking pass but instructors will be given first priority.