



# wcaty

Wisconsin Center for Academically Talented Youth  
University of Wisconsin - Madison

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## **STEP Instructor Position Description**

Summer Transitional Enrichment Program

To be held on the UW-Madison campus, Madison, Wisconsin

July 22- August 4, 2018

The Summer Transitional Enrichment Program (STEP) offers an opportunity for bright students to challenge, stretch, and expand their academic and social horizons. This program offers unique and rigorous learning opportunities to academically talented students. Program participants enroll in one accelerated enrichment course during this two-week residential program. Students receive a first-hand introduction to college life, with access to campus classrooms, labs, libraries and recreational facilities. Courses are generally interdisciplinary in nature and merge topics in science, mathematics, technology and the humanities. We are always looking for new and exciting topics.

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An instructor's main role in the program is to be teacher and facilitator of learning. Instructors are assigned a class of up to 16 students who will have completed grades 7-8 (plus exceptional, well-qualified 6<sup>th</sup> graders). Admission to STEP is selective and students must submit materials and an essay that testify to the student's exceptional academic ability and motivation. Qualifying criteria may include scores from the Northwestern University Midwest Academic Talent Search (NUMATS); grade reports; teacher recommendations; WKCE scores; and examples of student work. The usual daily instructional schedule is 9:00 – 11:30 a.m. and 12:30 – 3:00 p.m. Instructors do not have any duties on the weekend. Instructors are also required to attend one day of staff training and parent/student orientation on Opening Day (Sunday), two staff meetings during the program, and Exit Interviews and Closing Ceremonies on Closing Day (final Saturday).

Instructors are responsible for developing (or modifying) a course featuring 50 hours of class activities designed to provide high level, accelerated learning for bright elementary school students. This curriculum must be differentiated to accommodate a variety of learning styles and abilities within the gifted category. You will have access to the campus classrooms and facilities and WCATY will coordinate the ordering of class materials and supplies, photocopying of course packets and all field trips and other special equipment arrangements.

Instructors provide written assessments at the beginning and at the end the week and conduct Exit Interviews on the last day, before the Closing Ceremonies. The Program Director will regularly observe the classrooms to provide support and guidance for students and instructors as needed, and instructors will be expected to work in collaboration with the residential staff and campus representatives.

For classes larger than 10 students, an Educational Assistant will be hired for at least two or three hours per day. Instructors are given a compensation of \$2,000 - \$2,400 based on education, experience, and enrollment.

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[wcaty.wisc.edu](http://wcaty.wisc.edu)

225 N. Mills St. Suite 264 Teacher Education Bldg. | Madison, WI 53706  
Tel. (608) 890-3260 | [wcaty@education.wisc.edu](mailto:wcaty@education.wisc.edu)



Education Outreach  
and Partnerships  
SCHOOL OF EDUCATION  
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## Specific Instructor responsibilities are as follows:

- Submit course description and biographical information and resume/CV to be included in the WCATY Program Catalog. Just a note - as you're going through the application, make sure you click 'continue' as you go through, not submit. You should click submit after you've completed the endorsements part of the application. . Course proposals will be reviewed as received.
- Submit book/material and facilities requests to the WCATY office.
- Prepare course syllabus and submit to WCATY.
- Consult with Program Director regarding class fees and expenses, based on needed supplies
- Participate in staff orientation on the opening day (Sunday morning).
- Participate in informal parent and student orientations on opening day of the program.
- Teach five hours daily Monday – Friday.
- Attend staff meetings during the program (usually one per week for 45 min – 1 hour).
- Conduct short assessment meetings with students on the opening day, during program and complete student assessment materials at the end of the program.
- Prepare for and conduct individual student (parents invited) Exit Interviews on final day of program (Saturday morning).
- Participate in Closing Ceremony on final day of program (Saturday morning).

## Position requirements:

- At least two years of teaching experience
- Teaching certification preferred; Master's degree is highly desirable
- Experience with gifted/talented students and evidence of planning and modifying curriculum to meet the needs of bright students
- Expertise or Master teacher designation in a specific intellectual or talent area
- Background and/or interest in applying pre-testing, compacting, independent research and other differentiation techniques
- Respect for individual differences and individuality
- Energetic approach to learning
- Flexibility and readiness to continuously assess and modify plans
- Strong communication skills and ability to work well with administrators and support staff

**First round application deadline: January 20<sup>th</sup>, 2018**

**To apply for an Instructor position, please send a current cv/resume, course proposal and contact information for three references to Katie Effertz at [effertz@wisc.edu](mailto:effertz@wisc.edu).**

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