

Call for 2009 SECME Summer Institute Master Teacher and Executive Committee Participation

SECME Summer Institute Roles and Responsibilities have been revitalized!

Addressing input from past SECME Master Teachers, the National Office has re-structured the SECME Summer Institute roles and responsibilities. Currently, Master Teachers are accountable for most facets of the two-week program. This revitalization will allow former and new SECME Master Teachers options for participation and monetary compensation as:

- Class of '09 Master Teachers
- '09 Summer Institute Executive Committee Chairs
- '09 Summer Institute SECME Presenters (includes former SECME Master Teachers and university and industry presenters)

These options offer interested SECME educators the flexibility to participate in the annual SECME Summer Institute in one or multiple capacities. The following includes: 1) a "Snap Shot" of the different roles and 2) a subsequent in-depth synopsis of the roles.

There are three different SECME Summer Institute applications. Please read carefully the following roles to determine your interest area(s) before beginning your application process. Please pay careful attention to deadline dates. Feel free to contact the National Office with any questions you might have: secme@coe.gatech.edu

All applications can be found at: www.secme.org

Deadline Dates:

Class of '09 Master Teacher Application Packet, *Executive Committee Chair* Application Packet, and *Presenter* Application Packet are to be received by the National Office on or before January 15, 2009.

Required Planning Meeting:

Class of '09 Master Teachers and *Executive Committee Chairs* will meet on March 26-29 (tentative) at Embry-Riddle Aeronautical University, Daytona Beach, Florida.

Compensation:

- Round-trip transportation, lodging, and meals will be provided by SECME National for the required planning meeting in March and for the '09 Summer Institute.
- *Class of '09 Master Teacher* compensation is \$2,500.00.
- *Executive Committee Chair* compensation is \$1,500.00.
- (Former) *Master Teacher, Presenter*, compensation per module

"Snap Shot" of Master Teacher and other Summer Institute Executive Committee Chair Roles

Class of '09 Master Teacher

Selection as a SECME Master Teacher is a professional recognition and one-year appointment based on individual mastery of a teaching specialty, demonstrated school and classroom leadership, and contributions to the local and/or national SECME program. "Class of..." SECME Master Teachers Summer Institute Responsibilities focus on Summer Institute participants and module presentations. Class of '09 Master Teachers may apply for Chairmanship of any of the asterisked committees below and will be compensated for the Chairmanship in addition to their "Class of...Master Teacher" compensation.

Summer Institute Executive Committee Chair

Allowing Master Teachers to focus on the heart and soul of the SECME Summer Institute, other vital areas still need close attention. Re-organizing and re-structuring Institute responsibilities include five key areas needing strong leadership skills from their Committee Chairs:

- Student Programs Committee
- Leadership Academy/Members and Guests Committee
- *Registration and Hospitality Committee
- *Facilitators and Inventory Committee
- *Trips and Transportation Committee

Committee Chairs who are former Master Teachers but choose not to be a “Class of ’09 Master Teacher” may apply for SECME Presenter (below) and will be compensated for their presentations in addition to their Committee Chair compensation.

Summer Institute SECME Presenter

“Once a SECME Master Teacher – Always a SECME Master Teacher”

Former Master Teachers who want to continue participating in the SECME Annual Summer Institute are invited to present modules at the SECME Summer Institute. They will be designated as *SECME Presenters* (with SECME Master Teacher designation) and compensated per module. Other invited presenters include university faculty and industry experts.

[Note: *Presenter* status is by invitation only; all former SECME Master Teachers are invited to apply.]

In-Depth Synopsis of Master Teacher and other SECME Summer Institute Roles

Revitalized SECME Master Teacher Responsibilities

Revitalized Introduction:

SECME Master Teachers require mature and disciplined judgment, a high degree of energy and initiative, and flexibility and responsiveness to changing needs and circumstances. No less important is the capacity for creative individual and team efforts to plan, develop, and deliver consistently excellent curricular modules that reflect STEM best practice instruction.

General Scope of Assignment:

Master Teachers’ significant contribution to the SECME organization is made in designing STEM professional development offerings that are teacher-centered and student-focused. These STEM modules and activities are relevant, classroom ready, consistent with national standards, and reflect educational “best practice.” Master Teachers are SECME’s primary resource in ensuring the delivery of these teaching strategies during SECME professional development at the annual Summer Institute, as presenters at regional and local workshops, and as mentors to educators in new or existing SECME schools and districts over the course of the school year.

New Designation:

Master Teacher **Class of** [’09]

SECME teachers may apply for “Class of” that will include an academic school year designation.

Year-Long General Responsibilities:

- Be accountable to the mission and purpose of SECME
- Propose and develop curriculum modules to be considered in Summer Institute and regional workshop program planning
- Act as a SECME resource specialist and offer technical assistance for new and existing SECME schools and districts
- Recommend to the National Office participants or colleagues for consideration as future Master Teacher candidates
- Present modules at SECME regional workshops during the school year as teaching schedule permits
- Participation in ’09 Summer Institute Planning Meeting

SECME Master Teachers at the Summer Institute:

To better reflect the SECME Master Teacher’s position as the organization’s STEM knowledge base, the Master Teacher role is focused on Summer Institute participants and modules with the Teacher/Counselor Academy. Emphasis is placed on “community” activities, mentoring, and assisting with Teacher/Counselor Academy Registration and Check Out. In this role, Master Teachers will:

- Insure the Institute becomes a true learning experience for all participants
- Insure Institute participants understand and are confident in their ability to apply those new ideas and instructional tools – and want to share their experiences and knowledge with peers and students on their return to their schools
- Act as primary resources to assist Institute participants in: 1) adjusting to the rigor and intensity of the Summer Institute experience, 2) developing their SECME School Implementation Plans, and 3) maximizing the long-term benefits and impact of cooperative Institute learning activities

- Build true participant learning communities
- Provide leadership, daily guidance, and individualized communication with an assigned teacher/counselor “community”
- Assist Institute participants with assigned curriculum projects, school programs, Implementation Plan development, and related activities
- Serve as mentor during the following academic year for Institute participants
- Design and present Institute curriculum modules and activities that are relevant, classroom ready, consistent with national standards, and reflect educational “best practice”

Notes:

- May apply for Executive Committee Chairmanship for additional responsibilities and compensation
- Although “on call” as needed during the Institute, Master Teachers will have flexible time during the day to join modules being taught by other presenters

Revitalized SECME Summer Institute Executive Committee Responsibilities

Revitalized Introduction:

Allowing Master Teachers to focus on the heart and soul of the SECME Summer Institute, other vital areas still need close attention. Re-organizing and re-structuring Institute responsibilities include five key areas needing strong leadership skills from an Executive Committee.

New Designation:

Summer Institute Executive Committee Chair

SECME educators may apply for “Committee Chair” status that will include focused responsibility on a specific Institute area of need. Each chair’s responsibility will be to work with the National Office to develop and deliver a plan of operation for each of the identified areas. Committee Chairs will have a core operating team. Team members may include former Master Teachers, current SECME teachers, scholarship Institute participants, SECME Summer Student Interns, host university graduate students, and/or community volunteers.

SECME Committee Chairs at the Summer Institute:

Committee Chairs will be the nuts and bolts of the Summer Institute. The assignment requires mature and disciplined judgment, creative initiative, and flexibility and responsiveness to changing needs and circumstances. Chairs will be expected to develop and deliver plans to insure a smooth running Institute. Duties will include overseeing and working with their committee team members.

1. Student Programs Chair and Committee

- Oversee Student Competitions
- Oversee Student Activities
- Assist Students’ Chaperones
- Work directly with University Competition Coordinator and University appointed graduate student assistants
- Assist with Student Team Registration and Check Out

Note: Due to time constraints, “Class of...Master Teacher” cannot apply for this additional chairmanship.

2. Leadership Academy/Members and Guests Committee

- Assist SECME Interim Director with Leadership Academy, Members, and Guest
- Assist with Leadership Academy Registration

Note: Due to location constraints, “Class of...Master Teacher” cannot apply for this additional chairmanship.

3. Registration and Hospitality Committee

- Oversee all registrations
 - **Assisted by** 1) Master Teachers for Teacher/Counselor Academy; 2) Student Competition Committee for Student Teams; 3) Leadership Committee for Leadership Academy
- Hospitality
 - Point of contact for all Industry/University/Consultant Presenters
 - Point of contact for all Teacher of the Year Finalists
 - Point of contact for all other invited program visitors (i.e., State DOE Standards Representatives)
 - Banquet Set-up
 - Daily Food Service Checks

- Oversee all check-outs: Room Checks, Key Return, Implementation Plans Collection
 - **Assisted** same as check-in

Note: “Class of...Master Teacher” may apply for this Chair and will be compensated additionally.

4. Facilitators and Inventory Committee

- Coordinate and assign facilitators for all presenters (both Academies)
 - Assigned facilitators work with presenters (supplies and material delivery, room check, handle presenter needs)
- Inventory all shipped supplies and keep inventory records (handle shipping and receiving)

Note: “Class of...Master Teacher” may apply for this Chair and will be compensated additionally.

5. Trips and Transportation Committee

Committee Chair: One Chair (first preference to former Master Teacher or current SECME teacher)

Staff: One Committee Chair, three committee members (scholarship Institute participants and/or student assistants over age 21 for insurance restrictions), and Master Teachers as needed and when time permits

- Coordinate Special Day Events
- Coordinate Field Trips
- Coordinate Shuttles
- Coordinate Golf Cart use
- Coordinate Arrival and Departure Transportation Needs

Note: “Class of...Master Teacher” may apply for this Chair and will be compensated additionally.

Revitalized SECME Summer Institute Former SECME Master Teacher, Presenter, Responsibilities

Revitalized Introduction:

Former SECME Master Teachers have given SECME the reputation for STEM education excellence. To encourage our Master Teachers to continue in this vein and allowing time for them to network with their colleagues (without incurring the planning obligations of “Class of” Master Teachers or Executive Committee or the two-week residential requirement on the host campus), all former SECME Master Teachers are invited to apply for “SECME Master Teacher, Presenter” status.

New Designation:

SECME Master Teacher, Presenter

Former SECME Master Teacher SECME educators may apply for “Presenter” status that will include continued creative individual and team efforts to plan, develop, and deliver consistently excellent curricular modules that reflect STEM best practice instruction.

Year-Long General Responsibilities:

Former SECME Master Teacher, Presenter, may be asked to present in their areas of expertise at Regional Workshops during the school year.

SECME Committee Chairs at the Summer Institute:

Former SECME Master Teacher, Presenter, will continue to infuse the Summer Institute with their proven STEM educational excellence.

Note: Executive Committee Chairs who are former Master Teachers but who do not desire to be a “Class of...Master Teacher” may apply for Presenter status and will be compensated additionally for presenting modules.