

Denton ISD Adult Education and Literacy Program Instructor Agreement

Your position with Adult Education and Literacy Program is critical to the success of our students and the program. We value the work that you do and understand that you are committed to providing the very best instruction possible to our students. The primary purpose is help students achieve personal goals and improve their quality of life by improving their academic, work and life skills. To ensure that all instructors understand their individual responsibilities and to better communicate these to all staff the following agreement is being provided to you. Please read this agreement carefully.

Attendance

I agree to:

- arrive on time, prepared to teach my class and engage students for scheduled duration
- contact my supervisor as soon as possible if I am not able to teach a class or will be late
 - assist with coordinating a substitute when appropriate
- start class on time and engage students the entire class period with a break between hours of instruction as appropriate
- follow the school year schedule for my classroom site and plan accordingly
 - including weather days, holidays, and other days site might close
 - if my site does not have a local set schedule, the Denton ISD school year schedule will be followed, and all exceptions will be coordinated and approved by my supervisor
 - ensure all students are briefed and aware of class schedule and any changes

Student Retention/Attendance

I agree to:

- assist and/or participate in recruitment efforts
- assist in contacting students within 2 days, who are absent to encourage them to return to class
- use approved log to record all attempts made to contact students
- strive to maintain an average daily attendance (ADA) of at least 12 students.
 - and understand that if the ADA of my class drops below 6 students for 4 consecutive weeks my class may be canceled or consolidated
 - and understand that if any given class day attendance is not 3 or more by first class hour the class will be dismissed after the first hour and immediate notification made to my supervisor
 - and notify all students at start of class enrollment of the 3 minimum student attendance policy
 - and understand that I will only be paid for the first hour if class is dismissed due to low attendance, unless requested by my supervisor to stay for other duties
- Use TEAMS generated students sign-in sheets and only use other forms when approved by my supervisor
- ensure accuracy of required student attendance sheets prior to submission
 - validate all students signed, entered their own time in and time out as appropriate

Student Portfolio Maintenance

I agree to:

- keep *active* student portfolios for every student that includes
 - copies of all official assessments, ITEC plan with student academic and personal goals, contact notes/referrals log, student work (limited samples), emergency contact info, syllabus
- assist students in reviewing and updating ITEC goals as appropriate after each post assessment period at a minimum

Record Keeping/Communication

I agree to:

- maintain positive communication of program and refer any concerns to appropriate supervisory staff
- follow FERPA guidelines regarding student information and records
- check my Denton ISD email at least once a day during work week
 - reply to e-mails as appropriate within 48 hours
- review and use AEL website as a resource tool and make any update recommendation to my supervisor
- provide my supervisor with a summary of my lesson plans monthly
- turn in my class sign-in sheets and/or compile attendance reports as required
- keep students records, books and materials in secured area and good condition
- comply with payroll submission requirements
 - and understand that incomplete or late submissions may result in delayed payroll disbursement
- report any on duty accidents, security and/or safety concerns to my supervisor within 24 hours

Instruction/Student Achievement

I agree to:

- use the program approved curriculum as a guide for instruction
- use and/or prepare lesson plans as appropriate for each class period
 - provide lesson plans for substitutes as needed
- participate in New Student Orientation/Registration sessions when required by my supervisor
- actively work to engage every student in my class
- monitor student gains and adjust instruction to ensure compliance with program performance measures as provided by my supervisor

Professional Development

I agree to:

- attend 4 annual Saturday PD staff meeting events as required
- complete the required number of AEL Professional Development hours annually
 - and understand that I may be required to complete more than the minimum annual required PD hours as deemed by my supervisor or program needs
 - and understand that I will be paid a flat hourly rate of \$15 per hour for all required PD hours
 - and understand that I must request approval from my supervisor prior to registering for any Professional Development
- adhere and stay current with all applicable TWC, Denton ISD and AEL policies and procedures

I understand this may not be all inclusive of my position expectations but acknowledge having read and agree to comply as a condition of my employment. If I have any questions about my position or program policies, I will contact my supervisor for clarification.

Printed Name: _____

Signature: _____

Date: _____