



## **INSTRUCTOR INFORMATION & CHECKLIST**



### **AS AN INSTRUCTOR YOU ARE RESPONSIBLE FOR:**

#### **ATTENDANCE SHEETS:**

Attendance sheets must be signed by **each participant each time you meet**. Please use a separate attendance sheet for each date.

Please announce at the first class that **full attendance is expected** of participants and any absence do to an emergency **MUST** be made up on an hour-per-hour basis at the instructor's discretion in order to receive credit. Full attendance is a requirement of CDE and DCSD Human Resources Department as is the expectation that participants will arrive on time and stay for the entire class. As the instructor, you determine what the make-up work will be. Please indicate on the "make-up work" form, the name of the participant who made up the work and the details of the make-up assignment.

Also, please share the weather-related course cancellation plan which includes The Learning Center - Staff Development Information line # (303)387-9500.

#### **STAFF DEVELOPMENT "End-of Course" EVALUATION:**

Please be sure that EACH participant completes an evaluation form. After reviewing participant feedback, please send all evaluations with the other required paperwork to the staff development office.

#### **INSTRUCTOR PAYMENT: (for online catalog courses only)**

Please include a completed instructor payment form with final paperwork submitted to the staff development office. Instructors are paid \$30 per instructional contact hour.

**Staff Development does not pay instructors for site-based courses.**

#### **SKILLS BLOCK ASSESSMENT:**

Skills Block instructors must provide verification of each participant's satisfactory "passing" the required assessment (whether integrated into the content of the course or a summary assessment at the end of the course). This documentation (in the form of a list, spreadsheet, etc.) must include the participant's name, employee ID number, and the instructor's verification signature.

#### **Site-Based Classes**

Instructor/facilitators of site-based classes & study groups are required to maintain the same standards as required for district courses to ensure relicensure credit will be accepted by the Colorado Department of Education (CDE) and KLA credit accepted by Human Resources.

#### **PLEASE CONTACT STAFF DEVELOPMENT WHENEVER CHANGES ARE MADE TO AN APPROVED COURSE (DATES, TIMES, LOCATIONS, ETC.)**

Upon completion of your class, please initial each item on the checklist, sign and date the page, and send all forms to The Learning Center/Staff Development after your last session. Thank You!

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_