

Dear Staff Development Instructor:

Thank you in advance for providing a staff development opportunity to employees of Douglas County School District. Your willingness to share your talent and expertise is appreciated.

The required forms and paperwork for your class and the awarding of credit include an instructor checklist, make-up work completion form, instructor pay form and course evaluation. These forms can be found on the DCSD website > The Learning Center > Staff Development > Instructor Information and Login.

District Catalog Courses and Site-Based Catalog Courses	
✓	You will need a copy of the attendance sign-in roster for EACH class session. <u>Your up-to-date attendance/sign-in roster for district catalog courses and site-based courses must be printed from the Staff Development course catalog instructor site prior to your first class session. You can access the site through the Staff Development Web Page > Instructor Information.</u> Please contact Kim Anderson by email – kimberly.anderson@dcsdk12.org or 303-387-9505 if you do not have an instructor logon ID/password for district catalog courses.
✓	You will also need to make a copy of the course evaluation form for each participant.
✓	The Instructor Pay Form is located on the DCSD website (see above). Your instructor payment of \$30 per hour includes \$5 per hour for copying costs.
✓	The Staff Development office does not pay instructors of study groups or site-based classes.

All necessary forms and required paperwork must be submitted to the Staff Development Office in a timely manner. No credit can be given nor payments processed until all paperwork has been received.

Please contact Cindy Jones at 303-387-9503 with any questions or issues you may have.

For weather-related class cancellations please check the DCSD website or call The Learning Center/Staff Development Information Line at 303-387-9500.

Thank you,

Cathie Hill, Director, Staff Development
Peggy Mueller, Director, Classified Staff Development

