



CiHS Teacher Checklist and Duties:

- New CiHS Teacher Training (For New teachers)
- Classroom Observation (For New Teachers first two terms, then once a year)
 - a. Work with faculty liaison to schedule
 - b. Sign and Return to Program Assistant
- Pair work
- Participate in discipline specific professional development/professional development seminar, per year **AND** per discipline
 - a. Go to Seminar at beginning of the year
 - OR**
 - b. Work with faculty liaison and have a plan for professional development in place and send to CiHS program staff
- Paired Work Evidence (If Faculty Liaison asks for information, please produce)
 - a. Paired Syllabus with Course Objectives highlighted
 - b. Paired Graded Assignment/Assessment
- Faculty Student Evaluation per term
- Help register students into their classes, submit documents, verify rosters and submit grades

If you are serving as a CiHS Faculty Lead at your high school, you have an additional duty to help facilitate communication with the other CiHS Teachers and help complete any documentation needed

- a. High School Release Forms
- b. Transcripts
- c. General Communications
- d. Help Registering Students for classes

CiHS High School Teacher Agreement:

By signing below, I, _____
Print Name

acknowledge that I have read, understand, and agree to the CiHS Teacher Duties and Responsibilities which are included in the CiHS Teacher Handbook. I understand that if I do not fulfill the teacher responsibilities it may result in a suspension of approval to teach in the College in the High School program at Centralia College. Stipends will be paid after the course is complete and grades are posted. Stipends will be paid upon receipt of all required deliverables.

Signature

Date