

Educator Handbook

Summary of Role

The term “Educator” is used in the VISION program to describe a person – other than a Learner’s parents – who teaches a class to or tutors a Learner. Educators provide a setting where the Learner learns a skill under their supervision. The Educator and Learner develop an agreement that clearly defines all goals and expectations for the learning process in accordance with the Learner’s Learning Plan. It is beneficial for both parties to clearly understand what is expected of them i.e., attendance, time and place of learning, length of commitment, what will happen when scheduled meetings are missed, specifics being taught for each class, credits offered, etc. (see sample agreement). All skills being taught and pursued are directly related to the Learner’s goals. The Educator also supports the Learner with his/her portfolio. The Learner is present to learn from the Educator, not to perform unrelated tasks. The VISION HCP role is to help facilitate the networking process between the Educator and Learners; however, Learners and their families contract independently with Educators who fulfill the requirements for the Learner’s educational goals. The Educator determines the cost for the class or tutoring and families sign agreements accordingly.

Application Process

In order to become an Educator in the Network the interested party must complete the application process which includes filling out the application (see application part I and II in this packet) which includes submitting their date of birth and social security number for an avert background check. The Resource Administrator processes the information through the district to conclude eligibility for joining the DVHCP Educator Network. There is no cost to the applicant for the background check; however, offenses of selling drugs and/or crimes against children will prevent admittance into the DVHCP Educator Network. Once the applicant has passed the background check, the Resource Administrator informs them that they can start participating as a Network Educator. A Network Educator can hold classes at the Vision Office at no charge and advertise in the Resource Catalog for classes being offered.

Educator Network Description

Benefits

- Free advertising through the DVHCP
 - Each Educator is included in a public file in the Delta VISION HCP office with Part II of the application, which includes each individual Educator’s educational philosophy, phone number and potential classes to be offered as well as class syllabus for each class offered and sample family agreement. We ask that you provide current information to the Delta VISION HCP Resource Administrator as your classes or information change.
 - Each Educator has the opportunity to place an advertisement for each class they would like to offer in the Resource Catalog. There is no charge to advertise in the Resource Catalog. A letter with more details and the deadline for the advertisements will be emailed to each Educator currently listed in the Educator Network. If an Educator misses the deadline for the catalog, their class information will be posted on the class board in the Delta VISION HCP office. The catalog is updated, published and distributed in July and December.

Requirements

- Application
 - Complete Part I and II of the Educator Application.
 - Pass the District's background check
- Course Description
 - A syllabus and sample agreement must be provided to the Resource Administrator. This allows parents and RCs to access this information and determine the classes or services that will best serve the Learner's educational needs.
 - Educators must communicate the progress of the Learner quarterly with the Resource Consultant and family. This can be accomplished by writing a paragraph or an email to the parent and Resource Consultant to communicate the success and challenges of the Learner within the class.
 - Educators must award credit and/or a grade for the class being taught compliant with the agreement signed by the semester due dates.
- Curriculum Choice
 - Each Educator will choose the curriculum to be used for the classes they are teaching. If the Educator is considering curriculum for a credited high school level course, the curriculum should be deemed for a semester or year long course, depending on the credits to be awarded. If the curriculum does not state specifically for a semester or year course, additional hours must be assigned to equal a total of 60 hours of work for .5 credit or 120 hours for a full credit.
- Agreements (see sample agreement)
 - Educators must have a signed agreement with each Learner family which outlines issues such as
 - Attendance – Expectations & plan for missed classes for both Educator and Learner
 - Time and place of learning
 - Length of commitment
 - Specifics being taught including Learner goals for each class
 - Grades- grade or pass/fail, requirements for each grade level, percentages on how a grade is determined, is extra credit offered
 - Credits – How many offered, requirements to earn them
 - Payments – When is it due and is it refundable within a certain time frame (if the Learner should decide the class isn't a good fit)
 - Learner drops – at what point will the grade be a withdraw/fail when a learner drops the class
 - Progress Report – How and when it will be given to Resource Consultant and family.

If your contract does not address these areas and a problem arises, you will need to default to the DVHCP procedures as outlined in the program handbook.

- Conflict of interest procedure – If an educator is the RC or related to the learner's RC, a conflict of interest form must be completed to ensure that the choice is confirmed as best for the learner and that the choice was an informed, unpressured decision.
- Secular agreement – All Educators must sign a statement certifying that the material being taught and used within the classroom meets the secular purpose of the Delta County School District. Vision funds cannot be used to fund religious materials, and therefore spiritual beliefs may not be included in the content of the material you are teaching.
- Independent Contractor Agreement_- Each Educator must sign an Independent Contractor agreement stating that the Educator is not an employee of the district, however the Educator is independently contracted by each family they serve for the Education of their children.

Building use and responsibility – Educators may use the DVHCP building subject to compliance with building procedures.

- The Delta VHCP building has a sign-in, sign-out policy. Each classroom Educator should have the parent or guardian sign the Learner in and out of class. This provides an accurate and efficient way to account for all Learners in case of an emergency.
- Supervision during your class time is the Educator's responsibility. You have contracted with the family for a specific amount of time and are being allowed to use the DVHCP building to provide the service. Your responsibility is to honor the agreement you have with both entities. If you allow a break during class time we ask that you supervise the playground during that time. Also, you are responsible for the Learner until the parent or guardian has picked them up. Consequences for late pick up from parents should be outlined within your agreement. Lack of supervision within the building may prevent further use of the building.
- If a challenge should arise with a Learner and he/she is taking away from the classroom learning, the Educator may call the parent and ask that they pick up the Learner. A plan should be made with the Learner, Parent and Educator on how this conflict will be taken care of in the future based upon the agreement.
- Educators must clean up from their class and leave the room set up the way it was found. Lack of compliance with this building use rule may prevent further use of the building.
- Educators must cancel class at least 1 day prior to their scheduled class time. Monday classes will need to be canceled the Friday before. All cancellations must go through the Office Manager so the Classroom Calendar can be updated and your classroom space be made available. Please call and email with any cancellations.
- It is the responsibility of the Educator to notify their families when classes are canceled. Vision will update the Classroom Calendar online so families may view the schedule, but the Educator needs to contact each family individually.

Payment Information

- ❖ Educators must provide families with an invoice/receipt providing the following information:
(See sample invoice)
 - The name of the Educator
 - The name of the Learner
 - What class or services the invoice/receipt is for
 - The date of the invoice
 - The method of payment - if a receipt
 - The Educator's signature – must be included if it is an invoice as well as receipt
- ❖ The family will submit the invoice/receipt to their Resource Consultant (RC) with a completed Funding Request.
 - The Funding Request will be made payable to the Learner's Parent or Guardian.
 - The family will receive the funds from the District Office.
 - If an invoice from the Educator was submitted with the check request:
 - ◆ The family will pay the Educator with the funds they receive from the District Office by the 8th of

the month after payment was received.

- ◆ The Educator will provide the family with a copy of the original invoice marked “PAID” or a valid paid receipt.
 - ◆ The family will submit a copy of the “PAID” invoice to their Resource Consultant which will be attached to the original request stored in the DVHCP office.
- ❖ A Learner’s parents are responsible for making payments to the Educators subject to the agreement signed. Families receive checks at the end of the month that the request was submitted. Educators should receive payment from the Learner’s family by the 8th of the month following the submittal. If an Educator does not receive payment for a Learner, the Educator can contact the Resource Consultant that works with the Learner. The Resource Consultant will help facilitate the payment; however, as an independent contractor it should be noted that acquisition of payment is the Educator’s responsibility and subject to the contract/agreement signed by both parties. If a family receives program funds to pay an Educator invoice and payment is never presented to the Educator, repayment to the DVHCP will be required from the family. In this scenario, the family will still hold the responsibility of payment to the Educator as per the separate agreement signed between those two parties. The DVHCP holds no responsibility within that independent agreement but will try to help facilitate a resolution.

Insurance

Educators are not covered by district insurance however, if classes are taught in our building Learners are covered by the district insurance. Our suggestion is to have an umbrella policy through your homeowners insurance (\$1,000,000) if you plan on transporting Learners.

Procedure for Concerns Regarding Educators

- All parties who have concerns regarding an individual Educator must follow due process.
 - Families and Learners who have a grievance with an Educator will address those concerns directly with the Educator.
 - Educators who have a grievance with a family or Learner will address those concerns directly with the other party.
 - If the either party prefers to pursue due process with a facilitator, the Resource Administrator should be contacted. The Resource Administrator will facilitate a discussion and resolution using the signed agreement as a guide.
 - If the grievance includes any potential safety issue or harm to child occurred, the Resource Administrator will obtain necessary written documents, meet with the Educator, and determine the appropriate action which will either be continued ability to be within the Educator Network or exit from the Educator Network for breach of the rules governing the building and/or program (harm to a child).
 - If program action is taken, either party within the grievance may appeal to the Board of Stewards through written appeal within thirty days.

Educator Application Part I

Please complete this form along, with Part II, and deliver it or mail it to the Delta office
at: 1080 Pioneer Road – Delta, CO 81416

Name: Last: _____ Middle: _____ First: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Are you willing to work with “secretly gifted” Learners or Learners with learning differences and special needs?

Can we give your name, phone number, and class information to potential Learners?

Can we list former Learners as references and give their names to potential Learners to contact about your classes and teaching?

Educators who work with VISION Home and Community Program Learners have had an opportunity to pass an AVERT background check which is done through the School District. If you haven't already had a background check, all you need to do is give us your social security number and date of birth. Please choose one of the following options and return to the Delta VISION HCP office.

I have already passed a background check and that information is on file at the VISION Office.

OR

I agree to have a background check. Here is the relevant information:

Social Security Number _____ Date of Birth _____

OR

I decline to have a background check understanding that potential Learners will be informed of my choice.

Signature _____ Date _____

*Only VISION HCP Staff members will view this page.

Educator Application Part II

Please complete this form, along with Part I, and deliver or mail it to the Delta office at:
1080 Pioneer Road - Delta, CO 81416

Name: _____

Education – Please indicate your educational background, i.e. any diplomas, degrees or other training you have received:

What class, tutoring services, or apprenticeship would you like to offer? How many Learners? What age groups?

Circle the area(s) in which you are willing to work.

Paonia

Hotchkiss

Crawford

Delta

Surface Creek

Briefly describe your educational philosophy.

Is there anything else you would like Learners, parents and Resource Consultants to know about your teaching style, background, etc.?

Please list the names and phone numbers of 3 references (professional or personal).

Name

Telephone Number

Name

Telephone Number

Name

Telephone Number

*This page will be available to the public in the VISION HCP Office

Delta Vision Educators
Highly Qualified Check List

Name: _____

Subject Taught: _____

I have 24 hours of college credit in the following areas. Please check all items which apply to you:

_____ Language (Reading, English)

_____ Mathematics

_____ Science

_____ Social Studies

_____ Elementary Education

_____ Art

_____ Music

_____ Foreign Language

I have passed the Colorado Place Test in:

Please list the name of the test (i.e. Science, Math etc.)

_____ I have a Colorado Teacher's License.

Secular Statement

This statement is to confirm that the instruction I provide as an Educator for the Vision Home and Community Program is secular in nature and meets the secular purpose of the Delta County School District.

Educator Signature _____ Date: _____

Educator Feedback Form

Families are asked to fill out a feedback form for each contracted Network Educator at the end of the school year. These forms are compiled into one form for each Educator by the Resource Administrator, and sent to the Educator, downloaded on the website under the Educator tab and placed in the Educator Information Notebook.

VISION Home and Community Program Educator Feedback

Educator Name: _____ Class or Subject: _____

Date Evaluation Completed: _____

Please answer the following questions when you have finished working with an Educator for a class or in a subject area. Site specific examples, when possible, to help us understand you answers. Please give the completed form to your Resource Consultant or drop off at the office for the Educator Coordinator. Your responses will remain confidential.

- 1) What was the intended purpose for taking the class? Credit, exposure, other?

- 2) Did the class satisfy your purpose and prepare you for the next step in your education?

- 3) What was the teaching style of the Educator? Was this compatible with your preferred learning style?

- 2) Were the objectives of the course clearly defined at the beginning of the class?

- 4) Did the Educator treat you and others in the class with respect?

- 5) Did the Educator hold your interest and keep you actively involved in the class?

- 6) Would you take another class from this Educator?

- 7) If you had a concern with this Educator, did you share it with the Educator?

*Name

*Phone Number (*optional)

Independent Contractor Statement

This document establishes that the relationship between an Educator for the VISION Home & Community Program and the Delta County School District is that of an independent contractor. The Educator has passed an avert background check and is included in the VISION Home & Community Program Educator Network. The VHCP staff authorizes the parents to enter into an agreement with the Educators in the VHCP Network to enable the Educator to provide educational services for the Learner based on the documented Learning Plan priorities. Upon successful delivery or completion of an agreement, the VHCP staff will approve payment to the contractor for services delivered. The VHCP staff or Delta County School District personnel does not directly supervise the Educator.

WHEREAS, based on the Educators experience and style of teaching, the parents desire to retain the services of the Educator and the Educator desires to render such services on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree that what follows describes the relationship between the Learner/Family/Educator/Delta County School District.

1. Delivery of Services – The Learner/Family and the Educator agree upon the scope of work and verify that it is unrelated to any other job performed by Educator for the VISION Home & Community Program and/or the Delta County School District.
2. Independent Contractor Status – The parties recognize that the Educator is an independent contractor and not an employee, agent, co-venturer, or representative of the VISION Home & Community Program and that the VHCP will not incur any liability as the result of an Educator’s actions. The Educator shall at all times disclose that he/she is an independent contractor for the Learner. The VHCP shall not withhold any funds from the Educator for tax or other governmental purposes, and the Educator shall be responsible for the payment of same. Educator shall not be entitled to receive any employment benefits offered to the employees of the VHCP, including but not limited to: workers’ compensation coverage; savings or profits sharing plans; stock option, incentive or other bonus plans; health, dental or life insurance coverage; and paid vacations. The VHCP shall not exercise control over the Educator.
3. Indemnification – The Educator agrees and acknowledges that the VHCP will not control, monitor or supervise the manner in which the Educator performs services. The Educator shall defend, indemnify and hold harmless the VHCP, its officers, employees, agents, successors and assigns from and against any and all claims, suits, costs or expenses, including without limitation attorney fees, arising out of or related to the performance of services by the Educator including without limitation, the negligence or willful misconduct of the Educator.

Each independent contractor shall specify scope of work with each Learner within an agreement that outlines cost and expectations. This shall be kept by the independent contractor and a copy given to the Learner to be maintained within the home notebook.

Independent Contractor

Sample Educator/Learner Agreement

I understand that Jane Doe is my Educator in this subject: Literature/Writing Class

Contact Information: 872-4651 or 250-1963 - Learners can call for clarification of assignments

For this number of hours: Two hours per week

For these dates: September 2, 2007 through May 29, 2008.

I agree to keep the following schedule and to meet the following specific goals. Should I break my agreement I agree to communicate why and to work out our financial agreement.

Location of Class: Delta VISION Office

Day and Time of Class: September 2, September 9, September 12 and each Monday thereafter except the following Mondays that will be during breaks: _____

From: 12:30 p.m. to 2:30 p.m.

Specific Educational Goals: To strengthen writing and comprehension skills, expose Learners to various types of writing and literature, help Learners form opinions regarding different genres (types) of literature and writing; and broaden their vocabulary.

Means of Achieving Goals: Learners will be given various writing and reading assignments; sharing their work and ideas with the class so that they can learn from each other; writing assignments will be edited and rewritten (access to a computer is not required, but would shorten editing time - the computers in the Delta VISION Library can be used by Learners); spelling, vocabulary, basic rules of grammar will be an important element; some work will be completed in class and some work will be assigned to bring back to the next class; and good attendance will be extremely important so that ultimate learning can take place and Learners do not fall behind or get overwhelmed with assignments because information was missed by not being in class. Learning to take good notes will be beneficial to the Learner. Learners will be required to purchase a minimal amount of materials (a list will be provided) and come to class prepared. Learners will be expected to be courteous to each other as well as the Educator. Please dress appropriately for class - do not wear clothing too short or too revealing; do not wear clothing with offensive language or designs.

Financial Arrangement: \$200 per semester, due when class begins, non-refundable.

Missed classes: The Learner and Educator will be expected to make up missed classes. Arrangements for educator-missed classes will be made by consensus of the class; arrangements for student-missed classes will be made individually.

Grading: This class will be graded with letter grades as follows:

A – 90% - 100%

B – 80% - 89%

C – 70% - 79%

D – 60% - 69%

F – 59% and below

One credit will be offered if Learner:

- Attends class all semester
- Turns in all homework assignments
- Completes all outside projects that are assigned
- Participates in class discussions
- Receives a letter grade of “D” or higher (or a designation of “Pass” in the case of Pass/Fail Learners)

Quarterly reports will be sent to you, the family, and the learner’s RC to let them know of your progress.

Grades will be reported not more than 2 weeks after class ends.

Signature of Learner: _____ Date: _____

Signature of Educator: _____ Date: _____

This sample invoice has all the information needed to be a valid invoice. When the invoice is paid, the educator then completes the bottom portion and gives a copy to the families for them to turn in to their RC.

Educator Invoice

Learner Name: _____ *Date:* _____

Educator Name: _____

Educator Address: _____

Class: _____ *Class Dates:* _____

Amount: _____

Educator

Signature: _____

Date Paid: _____

Method of Payment:

- Check*
- Cash*

Educator Signature:

Suggested Guidelines for Educator/Class Charges

On-going Classes:

Meets one to two hours a week:

By highly qualified educator in subject area: \$0 - \$250 / semester

By non-highly qualified educator \$0 - \$200 / semester

On-going classes: Educator is responsible for awarding grade for class

Educator is responsible for awarding credit earned (high school classes)

Tutoring:

Highly Qualified Tutor in subject area: \$20 - \$25 per hour

Non-Highly Qualified Tutor: \$10 - \$15 per hour

Tutors can only be paid a month in advance; charge should not be non-refundable.

Parents, Guardians & Primary Mentors cannot be paid.

Considerations:

Are materials provided by Educator or family? Textbook costs

Does the cost of class decrease when more learners sign up?

Are there lab fees? Included in cost of class or not?

What type of class is being offered?

How much preparation is needed on the part of the Educator?

Note: Resource Administrator, with staff approval, has the right to refuse part or full reimbursement for a class/tutor amount that is deemed excessive.