

## Educators

**Entrance:** Anyone can be an Educator. The simplest way to become an Educator is to be hired by a VISION HCP Learner and family. A more formal way is to come by the VISION HCP office and pick up an Educator packet. The packet describes the role in more detail and provides the office with relevant information in order to list the person as an Educator. Most important is the person's full name, birth date, and social security number. We need this information to complete an Avert Background Check to screen for past offences against children and episodes involving physical harm. Once the background check is done, the Educator is free to submit flyers in our Educator notebook and have his or her name listed in the Educator List. Parents of Learners in the program can be Educators too. However, they cannot be paid for teaching their own children unless there are children from outside the family, at least four, in the group they are teaching. In those groups, parents can be paid only \$5 per hour for teaching their own children.

See *Educator Information*, *Educator Application Part I and Part II*, and *Background Check Policy* included with this packet.

**Role:** Educators provide settings where students learn skills under their supervision. The Educator and student will develop an agreement that clearly defines all goals and expectations for the learning process in accordance with the Learner's Learning Plan. The Educator plans the classes or instruction for the Learner. All skills being taught and pursued will be related to the student's goals. The Educator will also support the Learners with their portfolio or in documenting their learning. Some options for documentation are:

- a written statement in the form of course description and comments about the Learner
- a letter of recommendation
- a discussion with the mentor or RC (after which the RC will make note of the discussion in the learning update)
- assist the Learner in choosing a piece for the portfolio
- assist the Learner in writing a description of what occurred during their time together

See the *Learner Information and Educator/Learner Agreements Form* included with this packet.

**Evaluation and Accountability:** At the conclusion of each Educator/Learner agreement, Learners are encouraged to complete the Educator Feedback Form and return it to the VISION HCP office. The staff will summarize the evaluations for the Educator to review. Also other Learners can refer to these summaries as well. Potential Learners may call former students to inquire about the Educator. Ultimately, the Educator is accountable to the Learner and parents who decide whether or not to continue working with the Educator.

See *Educator Feedback Form* included with this packet.

**Contact Information:** There is a list of Educators at the VISION HCP offices and on the VISION Coalition Website.

**Exit:** If the Educator does not want to work with Learners anymore, then he or she needs to let the VISION HCP office know so that his or her name can be taken off the list.