

# 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 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 Educator Coordinator 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 are selling drugs and/or crimes against children will prevent admittance into the DVHCP Educator Network. Once the applicant has passed the background check, the Educator Coordinator informs them that they can start participating as a Network Educator. A Network Educator can hold classes at the Vision Office at no charge, advertise in the Educator Catalog for classes being offered and participate in Wednesday Classes.

## Educator Network Description

### Benefits

- 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. We ask that you provide current information to the Delta VISION HCP Educator Network Coordinator 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 Educator Network Catalog. There is no charge to advertise in the Educator Network Catalog. A letter with more details and the deadline for the advertisements will be mailed 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 January.
  - Each Educator has the opportunity to offer Wednesday Classes throughout the year which are advertised in the monthly newsletter and sponsored by the Delta Vision Office. This helps Learners get to know a variety of Educators and their teaching styles.

- Freedom to design the opportunities offered
  - A VISION Educator designs classes
- Exposure to potential Learners through the RC network
- Use of the DVHCP building
  - Schedule use of specific rooms for class times
  - Convenient scheduling for parents if the classes are in the building

### **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 Educator Coordinator. 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 should communicate the progress of the Learner quarterly with the Resource Consultant. This can be a writing a paragraph or notes on homework assignments or tests to communicate the success and challenges of the Learner within the class.
  - Educators should award credit or a grade for the class being taught compliant with the agreement signed.
- Agreements
  - Educators should have a signed agreement with each Learner family which outlines issues such as, what is expected of the Learner and Educator in relation to attendance, time and place of learning, length of commitment, what will happen when scheduled meetings are missed, the specifics being taught for each class and how the class will be graded. (see sample agreement)
  - 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 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.

### 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
- ❖ The family will submit the invoice/receipt to their Resource Consultant (RC) with a completed Funding Summary.
  - The Funding Summary will be made payable to the Learner's Parent.
  - 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.
    - ◆ The Educator will provide the family with a copy of the original invoice marked "PAID".
    - ◆ 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 before the middle of the following month. 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.

## **Wednesday Class Guidelines:**

- Class content must conclude in one day.
- Hours for class should be between 8:30am and 12:00pm.
- Educators cannot sign up to do a class more frequently than once a month.
- Educators cannot sign their own children up for a space in their class (you are welcome to bring them)
- Classes maybe consolidated if enough students don't sign up and the Educator is offering the same class more than one time on a Wednesday.
- Educators must clean up from their class and leave the room set up the way it was found.
- Educators are responsible for Learners until parent or guardian picks them up. Students Should not be allowed to walk home without written permission from parent or guardian.

## **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 Educator Coordinator should be contacted. The Educator Coordinator 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 Educator Coordinator 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 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 Educator Coordinator, and sent to the Educator, downloaded on the website under the Educator tab and placed in the Educator Information Notebook.