**Information for Instructors**

**Course Development and Instruction**

Any staff member represented by the Teacher Center Policy Board may propose to create/teach a course for the Teacher Center.  The Teacher Center Policy Board will review and approve all classes.  Classes must provide 15 hours of work for each credit granted.

Work for courses taught for the Teacher Center is to be completed outside of school hours.  Working for the Teacher Center during school hours is prohibited and may result in dismissal as a course instructor.

Instructors will be paid a rate of $900 for each 15 hour course ($1,800/ 2 credits, $2,700/ 3 credit). When multiple instructors teach a course, the stipend will be divided between the instructors.  All required paperwork and a completed time sheet must be submitted by the instructor.  Once paperwork has been completed, payment will be made to the instructor.

Required paperwork includes:

1. Completing of a ***Teacher Center Course Proposal*** form. All courses will be reviewed by the Policy Board. The Policy Board will review all courses to make sure they are meeting District and Teacher Center requirements.
2. Attendance -This needs to be taken each time a class meets.
3. Time  Sheet- Instructors will be given a time sheet to complete to reflect hours of instruction. A time sheet will be completed with the Staff Development Specialist when a course has been completed and attendance sheets have been provided to the Teacher Center.

Additional Information:

Our goal is to run high quality course that are cost effective for our teachers. One way to insure we are meeting our goal is to provide course evaluations at the end of each session. These evaluations must be completed in MLP prior to marking the course complete. If they voice any concerns about a course you have run, the Teacher Center Policy Board may contact you to discuss them with you.

If you have any questions or concerns while running a class. You are to contact Mary Siano, the director of the Teacher Center immediately so we can try and rectify your problems.

Members of the Teacher Center Policy Board may visit any Teacher Center Course.

**Teacher Center Course Proposal Form**

**Instructor Information:**

**Instructor’s Name:
Email:** <Delete text and give email address>
**Extension:** <Delete text and give in district phone number and/or extension >
**Phone Number:** <Delete text and type contact phone number you can be reached at after school hours>
**Years of Service in the District:
Teaching Experience:** <Delete text and type in grades taught and/ or subject area>
**Current Building:** <Delete text and type in name of the building(s) you currently work in>

**Basics:**

**Course Title:
Course Description**: <Delete text and enter course summary. This text will be entered into My Learning Plan if the course is approved by the Policy Board.>
**Hours/ Credits:** <Delete text and enter hours and credits. 15 hours of work is required for each credit given. Information from the **Student Learning** section of this application needs to reflect a workload that matches the information in this section.>
**Tentative Meeting Dates, Time and Location:** <Delete text and list all meeting dates, the time you will meet on each date, and the building and room you will request to use if the course is approved.>

**Goals and Objectives:
Check all that apply**Select the Goal(s) and Objective(s) this activity is most correlated to

**Goal : Language**
Developing Fluency
Improving questioning strategies.
Integrating the ELA standards into all curricular areas.
**Goal : Problem Solving**
Connectivity
Improving Critical Thinking Skills
Understanding and applying metacognative strategies.

**Goal : Special Needs**
Assessing students' academic growth
Improving diagnostic and prescriptive techniques
Understanding and applying differentiated instruction
Understanding Diversity
**Goal : Standards-Rich Learning Environment**
Authenticity
Diversity
Rigor
Thought

\_\_\_ Other

**State Standards:
Check all that apply.**

ESL
Arts (Dance, Music, Theatre, and Visual Arts)
Career Development/Occupational Studies
English Language Arts
Health/Physical Education/Home Economics
Languages Other Than English
Math, Science and Technology
Social Studies
Not Applicable

**How does your course align to the curriculum guidelines established by the district?**

<Delete text and respond to the question. You can access the curriculum documents on our district website. They are listed under the resources tab. Use K-5 Curriculum Guides and Parent Handbooks and/or 6-12 Instructional Guides for guidance.>

**Course Delivery Method:**

<Delete text and enter the method of delivery for this course. (e.g. Classroom, Hybrid, or Online).>

**Student Learning:**

**Please make sure the work load listed below matches the hours/credits listed for the class.**

**Learning Outcomes:**

**By the end of this course, participants will be able to…**

<Delete this text and enter your learning outcomes for this course in a numbered format.>

**Instructional Schedule:**

**(Use column one to list date of session. Use column 2 to list topics covered. Use column 3 to list activities and assignments for the session. Add rows as needed. Delete these instructions when completed)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topics** | **Activities /Assignments** |
|  |  |  |
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 **Assessment:**

<Delete text and list requirements that will need to be complete before credit can be given to participants. These can include weekly assignments, reflections, a final project, or any other method you choose to use to reflect learning.>

**Course Population:
Targeted Departments:**Check the departments this activity is appropriate for. If this activity is open to all staff, leave all options unchecked.

 High School
Middle School
Elementary School
 Other Specific Department (e.g. Physical Education only) <Delete and add targeted

 departments>

**Please complete this application and return it to Mary Siano (****msiano@wfsd.k12.ny.us****). If you are unable to send it electronically, please make a copy of your application and interoffice it to Mary Siano at William Floyd Elementary School. Please email her if you place it the mail.**