

### CiHS Teacher Checklist and Duties

- Complete CiHS New Teacher Training with your Faculty Liaison (for NEW teachers only, completed at or before in-service/prior to teaching)
- Participate in a classroom observation (required for new teachers twice in first year, continuing teachers annually)
  - Schedule with your Faculty Liaison
- Complete discipline-specific Professional Development (required annually)
  - Attend CiHS Kickoff Meeting and department meetings at the beginning of each year, **OR**
  - Work with your Faculty Liaison to plan for Professional Development (attending a seminar/conference, completing discipline-specific training/certification, etc.)
    - Provide your Faculty Liaison & CiHS staff with any course-specific training materials, seminar materials, event minutes, conference reports, or individualized meeting summaries as necessary
- Provide evidence of Paired Work
  - Paired syllabus with course objectives highlighted
  - Paired assignment/assessment
- Coordinate with CiHS staff to schedule Student Evaluations of Faculty (required for new teachers twice in first year, continuing teachers annually)
- Assist students through the application and registration processes, following all guidelines and deadlines as set forth by the CiHS program staff
- Verify your student roster in ctclink at the beginning of each term and notify CiHS staff of any discrepancies
- Submit grades at the end of the quarter via ctclink

If you are serving as a CiHS Faculty Lead at your high school, you have an additional duty to assist students, facilitate communication with the other CiHS Teachers, and collect required documentation as requested by CiHS staff.

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#### CiHS High School Teacher Agreement:

By signing below, I, \_\_\_\_\_  
(print name)

acknowledge that I have read, understand, and agree to the CiHS Faculty Duties and Responsibilities which are included in the CiHS Faculty Liaison 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: \_\_\_\_\_