

## **Covenant Learning Co-op Teacher Agreement 08-09**

### **Teacher Commitment:**

- I will work as an employee.
- I will work with the CLC administration as I plan the scope, sequence and objectives for the subject(s) I am teaching.
- I will provide a list of the items needed for the Materials Fee.
- I will provide a syllabus on or before the first day of my class, so that parents and students know what will be covered.
- I will assign weekly homework assignments (home study) and provide objective feedback in a timely manner.
- I will communicate class expectations to both parents and students.
- I will provide Quarterly Grades to the students/parents.
- I will arrive 15 minutes early to my class for set up and be thoroughly prepared to teach the subject.
- I will assist in returning the facility back to its floor plan at the end of my class.
- I will inspire enthusiasm for my subject through creative and interactive experiences.
- I will reinforce the awesomeness of our LORD as we see His handiwork in the topics that we cover.
- I will work out a substitute in case I am sick or have another emergency.
- I will provide the substitute with a complete lesson plan and all materials needed for the class. I will handle all payment arrangements for that sub.
- I will support the Covenant Learning Code of Conduct both during class and break times.

### **Compensation Details:**

Teachers will be postmarked by the last day of each month, unless the last day of the month is a co-op day. Then payments will be mailed within 3 days. Your payments will be:

7<sup>th</sup>-12<sup>th</sup> grades: \$8.34/child/week (If you multiply that X30 your get \$250.20)  
5<sup>th</sup>-6<sup>th</sup> grades: \$7.34/child/week (If you multiply that X30 your get \$220.20)  
3<sup>rd</sup>-4<sup>th</sup> grades: \$6.34/child/week (If you multiply that X30 your get \$190.20)  
1<sup>st</sup>-2<sup>nd</sup> grades, pre-school, and enrichment: \$5.34/child/week (If you multiply that X30 your get \$160.20)

**Absences:**

- If the teacher is absent and a substitute is found, the sub will be compensated \$20 for a 1<sup>st</sup> – 4<sup>th</sup> grade Class, \$25 for a 5<sup>th</sup> or 6<sup>th</sup> grade class, and \$30 for a 7<sup>th</sup>-12<sup>th</sup> grade class. The sub will be paid as an independent contractor and will be deducted from the teacher's class fees fund. Teachers are still encouraged to “barter” with other teachers to cover their absences.
- If the teacher is absent once due to various circumstances, a substitute is not found, and the teacher prepares an appropriate home study for the missed class, the full 30 week compensation will be paid to the teacher.
- If the teacher is absent a 2<sup>nd</sup> time due to various circumstances and a substitute is not found, the teacher will be compensated for the class when the make-up class is held and the appropriate home study is assigned.

**Severance Policy:**

If for any reason a teacher leaves the co-op for any reason without finishing their contract, the final check will not be released until all co-op property is returned, all accounts are settled, and teacherweb documents and passwords are conveyed.

**Grading Policy:**

Teachers are responsible for posting weekly grades (quizzes, tests, projects, etc.) to their TeacherWeb page by using GradeKeeper. Grades are due the week following each quarter. 1<sup>st</sup> quarter ends Week 7, 2<sup>nd</sup> quarter Week 14, 3<sup>rd</sup> quarter ends week 22, and 4<sup>th</sup> quarter ends week 30.

**Reimbursements:**

If you purchase items on your own, you will submit a reimbursement request form with receipts attached then CLC will prepare a reimbursement check. All non-consumable items must be delineated on the reimbursement request so that we can add it to the inventory. All reimbursements are due as soon as possible. If you need the co-op to prepay for an expense, please fill out an invoice request form and the total amount of costs. Then either CLC can purchase the items (we can do online payments) or if the vendor is local, we can provide the check to you.

**Dates for 2008-2009 School Year:**

1<sup>st</sup> Session:

**9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10, 11/17, 11/24, 12/1, 12/8, 12/15 (snow day)**

2<sup>nd</sup> Session:

**1/5, 1/12, 1/19, 1/26, 2/2, 2/9, 2/16 (off-Presidents day- will meet if we had a previous snow day), 2/23, 3/2, 3/9, 3/16, 3/23, 3/30, 4/6 (off Spring Break), 4/13, 4/20, 4/27, 5/4, 5/11, 5/18 (snow day), End of Year Celebration 5/22**

**Teacher Contract**

I have read the teacher contract and understand the responsibilities I am asked to fulfill. I agree to perform the roles and responsibilities listed the teacher contract that is attached to the best of my ability and agree with the compensation plan.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_