

KENMORE STAFF DEVELOPMENT CENTER INSTRUCTOR POLICIES 2019-20

<p><u>WORKSHOP PLANNING & PREPARATION</u></p>	<ul style="list-style-type: none"> ● Content should be relevant and updated annually ● Course roadmap/syllabus MUST be sent to the Center PRIOR to your workshop. ● Materials should be in concert with District and NYS mandates ● Presentation should incorporate the needs of your participants. Make sure to take some time to become acquainted with them.
<p><u>EQUIPMENT & MATERIALS</u></p>	<ul style="list-style-type: none"> ● Equipment requests must be communicated in advance of the workshop. ● Please power-down (turn off) all electronic equipment and return it to the appropriate office at the conclusion of the workshop. ● PRIOR to the workshop, make sure to have an adequate number of professional-looking handouts for your participants.
<p><u>WORKSHOP CLASSROOM ENVIRONMENT</u></p>	<ul style="list-style-type: none"> ● Engage your participants in all activities. ● Check for understanding ● Create and EXPECT an environment of mutual respect. <ul style="list-style-type: none"> ○ Inform participants regarding locations of restrooms and exits. ○ Ask participants to “silence” their cell phones and not use them in the classroom. If anyone needs to take a call – tell them to step outside. ○ Do NOT condone off-task behaviors. - Maintain high expectations for decorum. ○ Ask participants who are not respectful to leave. It is unfair to you and the other participants.
<p><u>WORKSHOP HOURS: ATTENDANCE & ASSIGNMENTS</u></p>	<ul style="list-style-type: none"> ● Begin and end ON TIME- Do not alter your start and end times without approval from the Staff Center. ● Do NOT give extensions for completion of work or attendance. Call our office if you feel there is an extenuating circumstance for a particular participant. You MUST also let our office know if participants tell you they wish to cancel their registration. We want to avoid sending NO SHOW letters if there has been prior communication. ● Participants must: <ul style="list-style-type: none"> ● indicate their grade level and initial the roster next to their name. ● attend the entire workshop and complete all work to receive full credit. ● Participants MUST register prior to the workshop. Please alert our office if any names are NOT on the roster.

<p><u>2/3 Rule has been modified:</u></p>	<p>Participants must attend at least 2/3 of a workshop to receive prorated credits. (ie. 2/3 of 10 hours would be 7 hours)</p> <p><u>This policy is only intended as a means to assist staff when and if emergencies arise. Pro-rated credits may only be earned for workshops which do not specify that full attendance is an expectation.</u></p>
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<p><u>POST WORKSHOP PAPERWORK</u></p>	<ul style="list-style-type: none"> ● Total the hours for each participant and sign off on the class roster. ● Complete the electronic Instructor feedback form. -and- ● Complete the summary form for the participant evaluations.
<p><u>WORKSHOP EVALUATIONS</u></p>	<ul style="list-style-type: none"> ● Instructors must provide an evaluation tool to all participants. The Center will provide a template or you may design your own. We will need a copy of your template if you create your own. ● You must provide a summary of the evaluations from your workshop. The Staff Center will send you a form for your use. This will be a mandatory portion of your post-workshop paperwork.
<p><u>WORKSHOP PROPOSALS</u></p>	<ul style="list-style-type: none"> ● INSTRUCTORS ARE WELCOME TO SUBMIT PROPOSALS FOR NEW AND/OR CURRENT WORKSHOPS at any time. Proposal links will be sent out or you can call our office and request the forms.

Help us to maintain high standards for you and your participants.