

CONTRACT FOR SITE FACILITATORS FOR THE NORTHEASTERN NEVADA REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM IN PARTNERSHIP WITH HUMBOLDT COUNTY SCHOOL DISTRICT

THIS AGREEMENT, made and entered into the 11th day of August 2008, by and between the Northeastern Nevada Regional Professional Development Program (NNRPDP) and the Humboldt County School District and:

_____	_____	_____
Name	Address	SS Number
_____	_____	_____
City	State	Zip Code

hereinafter referred to as the “Employee.”

WITNESSETH: The NNRPDP and the Humboldt County School District do hereby contract with the “Employee” to:

Responsibilities in association with the NNRPDP:

- *● Attend the Summer Institute on **August 11-12, 2008 in Elko.**
- *● Work with School Improvement Planning Team.
- *● Provide communication between school staff and the NNRPDP (i.e. distribution of workshop information, etc)
- *● Design and coordinate actions to implement the professional development component of the SIP plan. The PDP site plan is due **September 12, 2008.**
- *● In collaboration with the regional coordinator, determine how time (8 hours minimum each month) will be spent in professional development activities at the school.
- *● E-mail **monthly logs/personal reflections of professional development activities** at your school, to the primary NNRPDP coordinator assigned to your school by the **25th of each month** (September 2008 through April 2009).
- *● Attend site facilitator workshop on **Saturday, January 10, 2009** in Elko.
- *● Provide an **annual** written evaluation of professional development activities including evidence (handouts, teacher reflections, monthly log etc.) based on the NNRPDP mission statement and the professional development standards. The written evaluation is due **May 8, 2009.**
- *● Adhere to all deadlines established by the NNRPDP.

Responsibilities in association with Humboldt County School District:

- *● **Lowry High School Department Chairs:**
 - Serve on the site leadership team/SIP Team.
 - Act as department chair: oversee departmental student achievement, resources, make recommendations for hiring of department personnel, etc.
 - Meet with departments as directed by the principal.
 - Meet a minimum of once a month with district leadership team.
 - Serve as content area liaison for the school district.
 - Attend workshops designed to improve curriculum alignment and instruction.
 - Other duties as directed by the principal.
- *● **Grade Level Facilitators (K-8, McDermitt, and Rurals):**
 - Serve on site leadership team/SIP Team. Duties as directed by the principal.
 - Serve on the district leadership team; meet monthly.
 - Serve as district grade level facilitator; conduct at least one meeting monthly.
 - Attend workshops designed to improve curriculum alignment and instruction.
 - Work in concert with the Director of Curriculum & Instruction and NNRPDP Regional Coordinator for the implementation of district curricular initiatives, including but not limited to: Data Teams, MAPS, IC, PLCs, Prioritized Standards and Differentiated Instruction.

08/06/2008

