

Online Teacher MOU

Certificated Staff Member: Cynthia Litts

Evaluation: Focused

Evaluator: Marissa Waddell

Grading:

- Grades will need to be put into Skyward by the online teacher

Conferences:

- The hours need to be worked- whether they are in the evenings or working on Friday
- Cynthia can build the schedule for conferences as needed

Prep time

- 250 minutes per week

Work Hours-

- 8:00am-3:45pm (adjust as needed with supervisor approval)

Location:

- Office will be at the Spanish Adventist Church

Student Case Load:

- 75 kids, with grading support= no overload
- 76 kids will trigger overload

Weekly reporting/referrals

- Cynthia will send weekly reporting on progress and attendance/engagement and include referrals- this will go to Principals

Training:

- Meghan will train Cynthia on Edgenuity
- Jim will connect Cynthia with the Accelerate learning
- The August PD days Cynthia will do all of the training on the online systems

Absences:

- Cynthia will put these into Ready Sub and I will approve

Tech Needs:

- She will be set up with a desktop computer, camera, and mic
- There will be a printer there that will be shared with the preschool