

**Agency Name**  
**Project Name**  
**Active Teacher Member Statement of Work**

**I. Project Background**

Describe the project. Give background information as appropriate.

**II. Teacher Roles and Responsibilities**

This agreement outlines the responsibilities, deliverables, and compensation for the teacher members of the **insert Name of Team** team for the period **insert dates to indicated length of contract**. **By signing this agreement, the teacher assents to the following:**

- A. Attend **insert number** in-service training workshops to be held on the following dates:
- B. Participate in an on-line forum and read and answer all e-mails sent to him/her.
- C. Participate by conference call or videoconference in team meetings.
- D. Submit invoices completed in full in a timely manner.
- E. Complete the following steps in the development of each lesson:
  - 1. Study the **name of agency or content descriptor** content that will be the basis of all the lessons.
  - 2. Identify the desired results: What should students know and understand, and be able to do in regard to this data? Which National Standards will be implemented and which skills will be developed in the learner?
  - 3. Determine acceptable evidence that students have gained understanding and met standards, i.e. assessment methods and tools.
  - 4. Plan learning experiences and instructional activities.
  - 5. Develop extension activities that integrate other curricular areas.
  - 6. Develop a list of suggested additional resources including web-based resources.
- F. Use the template provided to develop the lessons.
- G. Consider good web writing, design, and accessibility issues when developing the lessons.
- H. Pilot test the lessons and use the online forum to report on the results and lessons learned.
- I. Submit all learning units and reports in MS Word format.
- J. Participate in the discussions about the instructional design of the web site.
- K. Participate in professional development by:
  - 1. Reading the materials that are presented to you, reflecting upon them, and commenting on them through the online forum.
  - 2. Sharing other information that is valuable for your professional development and helpful to this project with the other educator members through the online forum.
- L. Develop, test, and revise a total of **insert number** learning units during the period of **insert dates** according the following schedule:

*A schedule is provided for four lessons/units. Copy or delete the schedule as necessary for your project.*

**III. Schedule of Project Deliverables**

<i>Final Due Date</i>	<i>Activity to be completed</i>
Insert due date	<ol style="list-style-type: none"> <li>1. Study the content data made available to you.</li> <li>2. Develop draft of first lesson/unit.</li> <li>3. Submit the lesson/unit to <b>name of person and e-mail address</b>.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Revise learning unit based on comments of project director and other reviewers.</li> <li>2. Test learning unit in class</li> <li>3. Evaluate the success of the unit through a reflection on the online forum.</li> <li>4. Revise the learning unit as necessary.</li> <li>5. Send the learning unit to a alternate teacher for review and further classroom testing.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Confer with peer reviewer through e-mail or telephone.</li> <li>2. Revise or add adaptations of learning unit as appropriate.</li> <li>3. Submit final draft of learning unit project director.</li> </ol>

<i>Final Due Date</i>	<i>Activity to be completed</i>
Insert due date	<ol style="list-style-type: none"> <li>1. Study the content data made available to you.</li> <li>2. Develop draft of second lesson/unit.</li> <li>3. Submit the lesson/unit to <b>name of person and e-mail address</b>.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Revise learning unit based on comments of project director and other reviewers.</li> <li>2. Test learning unit in class</li> <li>3. Evaluate the success of the unit through a reflection on the online forum.</li> <li>4. Revise the learning unit as necessary.</li> <li>5. Send the learning unit to a alternate teacher for review and further classroom testing.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Confer with peer reviewer through e-mail or telephone.</li> <li>2. Revise or add adaptations of learning unit as appropriate.</li> <li>3. Submit final draft of learning unit project director.</li> </ol>

<i>Final Due Date</i>	<i>Activity to be completed</i>
Insert due date	<ol style="list-style-type: none"> <li>1. Study the content data made available to you.</li> <li>2. Develop draft of third lesson/unit.</li> <li>3. Submit the lesson/unit to <a href="#">name of person and e-mail address</a>.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Revise learning unit based on comments of project director and other reviewers.</li> <li>2. Test learning unit in class</li> <li>3. Evaluate the success of the unit through a reflection on the online forum.</li> <li>4. Revise the learning unit as necessary.</li> <li>5. Send the learning unit to a alternate teacher for review and further classroom testing.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Confer with peer reviewer through e-mail or telephone.</li> <li>2. Revise or add adaptations of learning unit as appropriate.</li> <li>3. Submit final draft of learning unit project director.</li> </ol>

<i>Final Due Date</i>	<i>Activity to be completed</i>
Insert due date	<ol style="list-style-type: none"> <li>1. Study the content data made available to you.</li> <li>2. Develop draft of fourth lesson/unit.</li> <li>3. Submit the lesson/unit to <a href="#">name of person and e-mail address</a>.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Revise learning unit based on comments of project director and other reviewers.</li> <li>2. Test learning unit in class</li> <li>3. Evaluate the success of the unit through a reflection on the online forum.</li> <li>4. Revise the learning unit as necessary.</li> <li>5. Send the learning unit to a alternate teacher for review and further classroom testing.</li> </ol>
Insert due date	<ol style="list-style-type: none"> <li>1. Confer with peer reviewer through e-mail or telephone.</li> <li>2. Revise or add adaptations of learning unit as appropriate.</li> <li>3. Submit final draft of learning unit project director.</li> </ol>

#### **IV Payment**

A deposit of \$[insert amount of stipend](#) per deliverable will be electronically transferred into the account that you have identified. This electronic transfer will be processed upon completion and submission of the deliverables as outlined in the schedule above and the submission of a completed invoice.

**Agency Name**  
**Project Name**  
**Active Teacher Agreement**

I agree to complete the activities outlined in the *insert name of project Statement of Work* in a timely manner and to the best of my ability. I understand that the amount of \$*amount of stipend* per deliverable will be deposited in my bank account only if I satisfactorily submit to the project director both the deliverable as described in the statement of work and a completed invoice by the deadline listed.

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Official

\_\_\_\_\_  
Date