

Agency Name
Project Name
Alternate Teacher Member
Statement of Work

I. Project Background

Describe the project. Give background information as appropriate.

II. Educator Roles and Responsibilities

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

- A. Participate in an on-line forum and read and answer all e-mails sent to him/her.
- B. Participate by conference call in team meetings when called upon to do so.
- C. Submit all invoices (completed in full) in a timely manner.
- D. Complete the following steps to review of each lesson/unit:
 - 1. Review the data upon which the lesson is based.
 - 2. Check 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? Is anything missing?
 - 3. Review the assessment methods and tools for suitability and adequacy.
 - 4. Examine the learning experiences and instructional activities to be sure they are student-centered, appropriate, and help the student learn the content as expressed in the standards.
 - 5. Inspect the extension activities that integrate other curricular areas. Are they appropriate and adequate?
 - 6. Explore the list of suggested additional resources and check all web-based links to make sure it is viable.
 - 7. Discuss comments about the learning unit with its author via telephone or electronic communication.
- E. Pilot test the learning unit in his/her own classroom and report to the author about the results.
- F. Reflect on the pilot-testing experience in the online forum to include a brief review of the lesson/unit, a report of the pilot testing, and any adaptations, lessons learned, successes, insights etc.
- G. Review and pilot test, 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

<p>Insert due date</p>	<ul style="list-style-type: none"> • Review the first learning unit. • Discuss the results of the review with the unit’s author by e-mail or by phone. • Test the learning unit in the classroom. • Provide a written reflection about the lesson/unit and the pilot testing on the online forum. • Complete an invoice and send it to the project director.
<p>Insert due date</p>	<ul style="list-style-type: none"> • Review the second learning unit. • Discuss the results of the review with the unit’s author by e-mail or by phone. • Test the learning unit in the classroom. • Provide a written reflection about the lesson/unit and the pilot testing on the online forum. • Complete an invoice and send it to the project director.
<p>Insert due date</p>	<ul style="list-style-type: none"> • Review the third learning unit. • Discuss the results of the review with the unit’s author by e-mail or by phone. • Test the learning unit in the classroom. • Provide a written reflection about the lesson/unit and the pilot testing on the online forum. • Complete an invoice and send it to the project director.
<p>Insert due date</p>	<ul style="list-style-type: none"> • Review the fourth learning unit. • Discuss the results of the review with the unit’s author by e-mail or by phone. • Test the learning unit in the classroom. • Provide a written reflection about the lesson/unit and the pilot testing on the online forum. • Complete an invoice and send it to the project director.

III. Payment

A deposit of \$insert amount per deliverable as outlined in the schedule above will be electronically transferred into the account that you have identified. This electronic transfer will be processed upon completion and submission of the deliverable and activities outlined for that lesson and the receipt 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