

Mississippi Bend AEA Instructor Checklist

Visit AEA 9/Staff Development Instructor Toolbox for forms and course guidance.

Before

- Submit course forms
 - 8 weeks prior to start date: Syllabus for new course/activation form to offer a new session – approved by head of professional development
 - 2-3 weeks prior to start date: Books/print materials and room reservations requested with dept. secretary/staff development specialist/Learning Center staff; follow copyright rules when reproducing or posting handouts
- Email participants after course registration period has closed:
 - Instructor contact information
 - Reminder of dates/times/location
 - Refund policy (\$25 cancellation fee if canceled less than 14 days before start date)
 - Inclement weather notification
- Print attendance logs from Solutionwhere for each class session
- Obtain any materials/books from secretary or staff development dept.

During

- Take attendance at each class
- Provide each participant a hard copy or online access to course syllabus and rubric
- Review credit types of each participant; can change up to last day of course by contacting the Staff Development Dept.
 - Audit: expected to meet same course requirements, including 100% attendance
 - Relicensure & Drake: A or B required to pass
- Ask participants to update email in AEA registration profile to complete the electronic evaluation sent via email on the last day of course
- Review course expectations, including full attendance, assignments, etc.

After

- Enter attendance and grades within two weeks of last class meeting in Solutionwhere (user id/password below)
- Notify participants that grades are posted via email or broadcast message on Solutionwhere; transcripts are sent only upon request
- Grading:
 - Drake credit: letter grades, including I (incomplete)
 - Relicensure credit: P (equivalent to A or B), F, I
 - Audit and All workshops: no grade; mark attendance for transcript purposes
- Return attendance logs to Staff Development Specialist
- Return signed instructor contract if being paid by MBAEA
- Evaluation tabulation will be sent approx. 1 month after course completion.

Mississippi Bend AEA contact information

Head of Staff Development: Nicole Peterson 563-344-6487 npeterson@aea9.k12.ia.us

Staff Development Specialist: Betsy Justis 563-344-6481 bjustis@aea9.k12.ia.us

Staff Development Secretary: Anna Bell 563-344-6332 abell@aea9.k12.ia.us

Data Management Specialist: Faith Koger 563-344-6318 fkoger@aea9.k12.ia.us

User ID: _____ Password: demodemo

link to Solutionwhere: <https://www.solutionwhere.com/mbaea/cw/logon.asp>