

West Wichita Home-School Ministries Teacher contract

Whether you are a volunteer teacher or an independent contractor WWHM expects professionalism from their teachers and volunteer staff. Therefore we ask that you to agree and support the following:

Vision Statement

Believers Raising and Nurturing Children at Home to Equip our Students... for every good work. It is our desire to equip home-school students for every good work.

Mission Statement

We are a group of born-again believers, wanting to equip our children with life skills through enrichment classes taught by individuals who are grounded in God's Word.

Statement of Faith

- All scripture is inspired by God. II Tim. 3:16
- Jesus, the only Son of God, was born from a virgin and lived a sinless life.
- Jesus, God incarnate, completely fulfilled every requirement necessary to be our Messiah, our Savior.
- Jesus died for our sins, was buried, and rose again on the 3rd day.
- There is no way we can be saved and reconcile our relationship to God the creator, except through a relationship with Jesus Christ.
- Jesus is coming again to take His children home.
- We as Believers have the indwelling Spirit living in us.

Teacher Expectations

- WWHM expects teachers to be faithful to their commitment with WWHM, 12 to 16 weeks depending on the class.
- Teachers are expected to be in class 5 min. before class and 5 min. after the last class or until the last student leaves the classroom.
- Teachers are to assist the volunteer staff in any way to insure we leave the classrooms in better shape than we found them. (Please ensure that students do not deface church property while in your class.)
- Teachers are to let lead moms know how they can best help. (Utilize them as much as possible)
- Teachers open class up with prayer and verify that students have their nametags on.
- Teachers will promptly fill out and return the Class Description Form for all future classes.
- Teachers will attend Orientation/Registration and all 12:30pm teachers meetings (see calendar). If unable to attend teacher meetings then it is the teacher's responsibility to check with leadership team to see what was covered at the meeting.
- At Orientation Elementary and Middle School teachers will provide parents with a brief description of what will be covered and the nature of their class. Also when class begins & ends.
- At Orientation High School teachers will need to have a detailed syllabus with explanations of student/parent expectations and grading system. Also when class begins & ends
- Return graded assignments to students in a timely manner.

- Keep parents informed of weekly assignments, changes and learning behavior issues. (via email or note in file folder)
- Teachers will issue progress reports in a timely manner at midterm and final semester. For grades 7 –12 these should take the form of a letter grade to be used by parent on transcript. For grades 1-6 these may take the form of end of semester progress report update to inform the parent of their child's participation and work.

All teachers may charge a book fee, and a material or lab fee per class. Teachers that are members may charge a teacher fee once they have offered one class for free or have met the volunteer requirement as a coordinator. The recommended teacher fee guidelines for members are as follows: Elementary \$0 to \$15, Middle School \$0 to \$30 and High School \$0 to \$45. Independent Contractor guidelines are: Elementary \$0 to \$25, Middle School \$0 to \$50 and High School \$0 to \$75.

Teachers will receive their book, material and lab fee as soon as possible. They will receive the teacher fee in two payments ½ at the beginning of the semester and the ½ at the end of the semester after they have turned in all grade and progress reports to the front desk to be distributed to the students. After June 30th any unpaid salary not paid due to grades not received will become the property of WWHM.

If for any reason the teacher is unable to be at a class, he/she is expected to call one of the ministry team leaders by 7:30 am the day of class. **DO NOT CALL THE CHURCH OFFICE.**

In case of absence, the teacher is expected to do one of the following:

- 1) Provide a day for students to have a make-up class and notify all students that class is cancelled.
- 2) Provide lesson plans that can be easily administered by a substitute that you find.

Teachers are expected to read, to adhere to and support the implementation and consequences of the attached WWHM Policy Agreement, in actions and intent of their students as well as their own behavior.

I, _____
Agree to the above expectations placed on me as the teacher for the following class(es)

Email Address: _____

Home Phone or Cell: _____

Teacher's Soc. Security # _____

Teacher's Signature: _____

Date: _____

I have read and completed and turned in the following:

- WWHM New Members Application / testimony
- WWHM Registration Medical Information
- WWHM Policy Agreement