

## ONBOARDING DOCUMENT

This document is only to be used for:

- A full-time, K-12 instructor who is hired to teach dual enrollment for the College, and
- the dual enrollment class is scheduled during his/her scheduled K-12 school hours (even if the dual enrollment class is scheduled during a planning or other break period during his/her scheduled work day).

Whether the dual enrollment class is combined, or not, with high school students not enrolled in dual enrollment is immaterial for purposes of this document.

### EMPLOYEE ACKNOWLEDGEMENT

The employee signing below acknowledges and understands that high school (K-12) instructors who teach a dual enrollment class on-site of their high school *during regular K-12 school hours* will not receive compensation for the time that they instruct/teach students in the dual enrollment class, but are being compensated for the following duties:

- Maintain consistent communication with the College personnel including, but not limited to, dual enrollment staff, departmental division chair, and instructional and student deans' offices. Official communications must be sent through the College's email account.
- Assist in registering dual enrollment students for their dual enrollment courses.
- Assist dual enrollment students with completing the College Admission Application.
- Verify class rosters and maintain up-to-date enrollment records.
- Provide the College dual enrollment staff with appropriate student progress reports, student attendance such as no-show reports, and other pertinent college information.
- Provide grade analysis and appropriate college-level data.
- Participate in dual enrollment faculty professional development.
- Provide current curriculum vitae and maintain credentialing.
- Entering grades in Banner.
- Follow all College faculty policies.
- Publicize the College's dual enrollment opportunities.
- Publicize the College's dual enrollment events.
- Publicize the College's Scholarships opportunities, Preview Days, and Registration events for graduating seniors.
- Publicize and participate in Dual Enrollment Recognition Days, taking group pictures of College dual students for the College's dual enrollment newsletter, and dual enrollment field trips to the College.

This policy is instituted as a result of an agreement with the Local Education Agency and is done to ensure that dual compensation for instructional time is not paid.

The employee signing below agrees to require additional work or different tests to dual enrollment students if in combined class and agrees that the dual enrollment activities, other than instruction, shall be completed before or after his/her scheduled K-12 work hours.

The employee signing below acknowledges and understands that he/she is being paid on the Local Salary Schedule for K-12 Dual Enrollment Instructors, which may be at a lesser rate than other Dual Enrollment Instructors or Adjuncts. The employee agrees to be paid as stated in by the College, even if that rate is lower than others.

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EMPLOYEE SIGNATURE