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## INSTRUCTOR RESPONSIBILITIES

### SCHOOL YEAR 2009 – 2010

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#### Address and Telephone Numbers of Contacts

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#### INSTRUCTORS RESPONSIBILITIES

1. **THERE ARE NO EXCUSED ABSENCES.** Apprentices are allowed two (2) absences per/semester. There will be 1 make-up class provided at the end of each semester. If they exceed those guidelines they must contact the Director of Education. You are required to complete an absenteeism form for each apprentice absent. This form is returned to the apprentice the next night the attend to be signed, a reason provided and returned to the instructor that night. These forms are to be turned in with attendance and grade reports.
2. Take very seriously the security of written tests. a) all written exams must be collected once the students have completed them, b) tests may be returned to apprentices for their review once the tests have been graded, and c) all completed tests that have been reviewed by the students must be returned to the appropriate ABC office as soon as is practical. **AT NO TIME, AND UNDER NO CIRCUMSTANCES, IS IT APPROPRIATE FOR STUDENTS TO BE IN POSSESSION OF EITHER ORIGINAL OR DUPLICATES OF TESTS OUTSIDE OF THE CLASSROOM.**
3. Forward attendance reports to the local ABC office via fax or deposit in the in-box at each location the **day of each class session.** Roll is to be called prior to the start of each class and updated with any variances. *(These attendance sheets will be used for payroll as well. Anyone missing attendance sheets will not be paid until they are received.)*
4. Contact the Apprenticeship Coordinator at least one week in advance when they need materials, equipment, or supplies for their class.
5. Count absent any apprentice who arrives at any session more than 10 minutes after class has begun.
6. Dismiss apprentices who are disrupting class and count dismissed apprentices as absent, even if the session is almost complete. We need instructors who dismiss an apprentice from class because the apprentice is behaving inappropriately to call the Director of Education as soon as is practical so the DE may inform the apprentice's employer promptly.

7. Submit a properly completed grade sheet to the local ABC office via fax, mail, or in person within three weeks of the apprentice completing the exam. *(A properly completed grade sheet must list the module(s) covered, the numerical score each apprentice received on the written test covering that module, and an indication of whether the apprentice passed or failed the performance evaluation and a date the exams was given.)*
8. Ensure all modules in each level are taught and every apprentice attains **a score of at least 70 on the written exam** that accompanies each module. **All apprentices must also pass all performance evaluations.** Apprentices who do not earn a 70 or higher on any written exam **must be allowed one retest.** This retest must occur at the instructor's convenience. Make-up performance evaluations may occur during the same session as the initial performance evaluation.
9. All classroom work, module exams, and performance evaluations an apprentice misses must be made up within a reasonable amount of time. However, completing that make-up work **DOES NOT** reduce the number of classroom hours that apprentice missed.
10. Successfully complete the Instructor Certification Training Program.
11. All instructors must meet the following criteria: a) be a least a journey person in their craft, or b) have a minimum of three years experience as a certified teacher in a vocational/technical construction or maintenance related training program, and they must: c) be approved by KCEF / ABC, and d) successfully complete the NCCER Instructor Certification Training Program conducted by a NCCER-certified master trainer. In other words, all instructors must meet either criterion "a" or "b" plus s/he must meet criteria "c" and "d."
12. Have a signed copy of these guidelines in their individual file. By signing this document, instructors agree to support and enforce the points contained within it. Instructors not supporting and enforcing the guidelines established in this document will be counseled. Should the counseling not gain the instructor's support and enforcement, the instructor will be terminated.
13. Use the ABC's Contren curricula as the foundation of their class. All instructors are encouraged to supplement the Contren curricula with texts and materials that have been approved by the ABC Director of Education.
14. Come to class prepared to teach and free of intoxicating substances.
15. Coordinate with support instructors so the support instructor knows when and where performance evaluations will occur. The lead instructor must let the support instructor know when and where to arrive, for what tasks s/he must be prepared to perform, and any personal tools the support instructor will need.
16. Coordinate all irregular class sessions (i.e., field trips) with the Director of Education.
17. Make sure all classroom facilities are tidy (i.e., chairs rearranged, wrappers and cans thrown away, etc.) at the end of the class.
18. Administer instructor and program evaluations in the last month of the level.
19. Complete a program evaluation in the last month of the level.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213

Completed forms may also be faxed to: 502-451-1700

For questions or further information please contact:

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Roberta Tibbetts – 502-400-2029 – [rtibbetts@kyanaabc.com](mailto:rtibbetts@kyanaabc.com)