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| IDAHO CTE logo_4c_red**Idaho Career & Technical Education***Report for Time Beyond the Normal Academic Year**Extended Contract***TO BE FILED WEEKLY** - Copy to Building Principal / File Copy  |
|  | **Jr/Sr High School** |  |
|  |
|  | **Instructor** | **Week Beginning** |  |
|  |  |  |  |  |  |
|  | **Program Standard** *Instructor(s) have a written program of work for time beyond the normal academic year on file with administrator.* | **HOURS SPENT** | **TOTAL** |  |
|  | **Sun.** | **Mon.** | **Tues.** | **Wed.** | **Thurs.** | **Fri.** | **Sat.** |  |
|  | **Instructional Activities:**  |  |
| 1 | On-site Supervision of Occupational Programs |  |  |  |  |  |  |  |  |  |
| 2 | Work Site Development for Occupational Programs |  |  |  |  |  |  |  |  |  |
| 3 | Develop/Maintain Articulation Agreements with Technical Colleges |  |  |  |  |  |  |  |  |  |
| 4 | Other Instructional Activity – Meeting with business owners |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Leadership Development Activities**  |  |
| 5 | State/National Leadership Meetings (please list) |  |  |  |  |  |  |  |  |  |
| 6 | Regional Leadership Meeting  |  |  |  |  |  |  |  |  |  |
| 7 | Developing Chapter/ District Program of Activities |  |  |  |  |  |  |  |  |  |
| 8 | Other Activity Fundraising |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Department Management Activities**  |  |
| 9 | Condition and maintain tools and equipment |  |  |  |  |  |  |  |  |  |
| 10 | Advisory Committee Meetings |  |  |  |  |  |  |  |  |  |
| 11 | Other Department Management Activity (please list) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Professional Development Activities – Related to program** |  |
| 12 | ICTE Workshops (please list) |  |  |  |  |  |  |  |  |  |
| 13 | Industry Skills Updating (please specify) |  |  |  |  |  |  |  |  |  |
| 14 | ICTE Summer Conference |  |  |  |  |  |  |  |  |  |
| 15 | Other Professional Development Activity (please list) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL HOURS** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Date |  |  | Signature of Instructor |  |
| Date |  |  | Signature of Administrator |