



Instructor Agreement with the Staff Development Center

As an instructor for the Staff Development Center, I agree to the policies and procedures for participants and instructors that are listed in the “Course Attendance Policy.”

I understand that the Staff Development Center requires a minimum registration of 10 participants per one (1) instructor. If this minimum is not met five days prior to the course, the course may be cancelled. For two (2) Co-Instructors the minimum number of participants is 20. If this minimum is not met, the course will be taught by one (1) instructor at the full rate or both will co-teach the course at the single instructor rate, to be shared between them.

If the registration drops below the minimum before the 1st day of any course, the course may be cancelled.

The instructor(s) is **required** to submit and give access to all course materials to SDC. All materials must be submitted by the last day of the course.

The location and setup for all course(s) should be discussed with SDC. SDC will make arrangements to book and set up the location for the course.

All communication from the instructors to participants must be reviewed by SDC. SDC must be cc'd on all correspondence pertaining to approved courses by the SDC Policy Board.

SDC Instructors will uphold participants policies in the event of lateness, absences or unforeseen emergencies of participants.

The SDC Co-Directors are available and eager to support you.

Please contact us if you are experiencing any challenges. We have policies in place which anticipate most situations. Sooner, rather than later, is the best practice in terms of communication.

You will be provided with the cell phone numbers of the Co-Directors and Monica. Please use them to reach out for help if needed. Text first, and we will respond asap. Your successful course/workshop is our goal, too!

Guidelines may be changed dependent on Covid Positivity rate of the County at the time of the Course.



Policies for Instructors

- 1 instructor, there must be 10 paid participants.
- 2 instructors, there must be 20 paid participants or the instructors split the pay for the course. Must have a min of 10 paid participants
- Board has discretion to add more instructors if needed
- White Plains teachers instructing courses may choose a district credit option for teaching SDC courses, provided that their preference is expressed prior to the start of the course.
 - 15 hour course: 2 credits (1 credits teaching time and 1 credit facilitating)
 - 30 hour course: 3 credits (2 credits teaching time and 1 credit facilitating)
 - 45 hour course: 4 credits (3 credits teaching time and 1 credit facilitating)
- Instructors may choose to earn district credit for teaching a course *one* time. Subsequent offerings of the same course will be paid a stipend at the contractual rate *only*. In order for an instructor to receive credit for teaching another course, the content of the subsequent course(s) must be *significantly* different.
- The contractual rate for in-house instructors is \$70 per hour, effective July 1, 2018.
- Instructors facilitating courses through the Staff Development Center will be compensated at the approved hourly instructional rate.
- For new courses being offered for the first time, compensation will include an additional 7.5 hours of planning and course development upon successful completion of the course (7.5 hours planning per 15 hours instruction for new courses only).
- This policy applies to all professional learning offerings facilitated through the Staff Development Center and is effective as of 7/1/25.
- Instructors must attend annual Instructors Orientation meeting prior to the start of school, or before their course or workshop.



White Plains Staff Development Center

Course Attendance Policy

- It is the experience/requirement of the WPCSD, the WP Staff Development team, and the WPTA that course registrants participate in the entire class. This includes attending class for the required seat time and completing all coursework.
- For district credit, participants must be in attendance 15 hours for 1 credit, 30 hours for 2 credits, and 45 hours for 3 credits, and must satisfactorily complete the course instructor's requirements.
- For graduate credit, participants must be in attendance for the entire length of the course. If a participant misses any time, they *may* still be eligible for in-service credit.
- Seat time and completion of the course requirements will determine the amount (number) of district credit(s) a participant receives.
- For participants receiving payment at the contractual training rate, they will be paid for seat time only after successful completion of the class. Timesheets must be completed, signed, and submitted in order to receive payment.
- If a participant has an unforeseen emergency and needs to miss a day in which the course meets, they may receive full credit by making up the missed time in a subsequent offering of the course, as long as the course runs again in the same year (July 1st- June 30th). Participant must notify the Instructor and SDC staff of unforeseen emergency as soon as possible.
- In case of an unforeseen emergency or contractual obligation, 3 of every 15 hours may be made up through assignment(s) which are agreed upon by the instructor and attendee, and approved by the Policy Board. Noted abuse of this policy may be addressed on a case-by-case basis.
- If a participant misses a session and there is no class scheduled in that academic year or the participant fails to make up the time and fails to complete the course, credit may not be awarded. There will be no refunds of registration fees.