

- E. The Internal Subbing Form for each day a teacher is absent shall list each staff member who covered during that day for the absent teacher. Internal subbing forms will be submitted to the Principal or Assistant Principal for their signature for payment during the next available payroll. Any personnel substituting during the last two weeks of school will have their Internal Subbing Form submitted by the last day of school to the Principal and Asst. Principal. That Subbing Form will be submitted to the Business Office for payment to be received no later than June 30th of that year.
- F. The principal designee will be paid internal sub pay for any day the member is asked to perform such duties and will be paid in accordance with Section 6.11 (D).

## **6.12 Open House**

Teachers will be compensated for up to one and one-half hours for Open House at a rate of \$30 per hour.

## **ARTICLE VII – TEACHER PERFORMANCE EVALUATION**

### **7.1 Induction/Mentor Program Meetings and Participation**

As a term of employment:

All newly hired or newly licensed teachers with less than four years of current certified teaching experience shall attend all Induction/Mentor Program Meetings and participate in the Induction/Mentor Program during their first two years of employment. This is a two-year program.

All newly hired teachers who have four or more years of current licensed teaching experience shall attend all Induction/Mentor Program Meetings and participate in the Induction/Mentor Program during their first year of employment. Current certified teaching experience is defined as consecutive years of service prior to hire by School District 148. This is a one-year program.

All new teachers will be compensated for their attendance at the Induction/Mentor Program Meetings at the current rate of professional development as defined in Appendix B to this Agreement. In the event that a teacher misses a meeting, the teacher will attend a make-up meeting.

### **7.2 Purpose of Evaluation**

The purpose of Teacher Performance Evaluation is to assist teachers in the continued monitoring of their instructional techniques and to document a teacher's performance of their job.