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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 | | | | | | | | | | |