

As a Christian Private School, we have the right to require all of our teachers to be of the Christian faith as well as fully agree with our mission statement, philosophy, goals, education objectives, and our statement of faith. For more information please visit www.highschool-online.com/why-cea.php

Faculty Independent Contractor Agreement

This agreement serves as the sole agreement between Christian Educators Academy (CEA) and _____ an Independent Contractor (IC) providing designated teaching services to students enrolled as CES students. This agreement outlines IC roles and responsibilities, payment for services, and prohibited activities.

1. **Code of Conduct and Roles.**

All teachers represent CEA both on and off-campus. How you act to the public represents and reflects CES. Any activity which compromises the academic integrity of Christian Educators and undermines the educational process will be grounds for dismissal. Please note that wherever and whenever teachers are in the community, we expect you to represent our school with ethical, Christian conduct; including honesty, integrity and respect.

A CEA Policies and Procedures Handbook will be provided to all potential employees (IC's). It is the IC's responsibility to read and acknowledge all CEA policies and procedures prior to teaching online classes. All IC's must read the Child Abuse Prevention Handbook and take the short quiz provided in the workbook before working with students.

The IC serves as the primary daily contact between student and CEA. Students enrolled in CEA log-in to their student accounts on the Learning Management System (LMS) and complete their lessons with varying degrees of IC support. When students have completed a lesson, they will submit for comments, review and grading. The lesson then appears in the IC's "Lesson's to Grade" section of the LMS.

The IC shall review and grade the lesson within 24 – 48 hours (72 hours during scheduled holidays and vacation times noted in the handbook. The IC is encouraged to use the "redo" feature to facilitate student learning of the lesson objectives. A student should be given a minimum of one "redo" per lesson prior to assigning a failing, or poor final grade for a lesson.

Our goal is that a student has an opportunity to learn key concepts, as well as earn the best possible grade. Redo assignments are at the IC's discretion. If a student is taking advantage of the "redo" use, or an IC feels the need to deny a redo for any reason, the administration will support the decision. No redo assignments can be given on mid-term and final exams. If an IC has questions regarding the use of redo assignments, please contact the Director.

The student and IC primarily communicate through the CEA LMS. Student queries to the IC shall be answered within 24 -48 hours. If you are unable to answer a question for any reason, you are responsible to notify the student and or parent you will get back to them at a designated time.

IC supports student "class attendance" by monitoring adequate weekly progress. A student is expected to submit an average of one lesson per week in each subject unless the IC is notified otherwise. All students must complete all lessons within 365 days.

When a student is not demonstrating adequate attendance, IC notifies student and the (POC) Point of Contact Administrator (mrsz@christian-educators.com). The POC will notify the parent of attendance requirements via internal CEA LMS tools or external email. IC will be sent notification of parent response. The IC is to contact the POC for any questions, concerns, attendance, suspicion of cheating, etc...

All classes are designed to be completed in 1 ½-3 hours, the average class time taking about 2 hours. If a student spends less than 30 minutes on a lesson, the IC has the right to return the lesson ungraded to the student, and require student to spend the weekly allotted time.

IC's must assign and grade **additional mid-term and final exam requirements** in all subjects, with the exception of mathematics. Contact the POC for topics, our submit topic requirements to: mrsz@christian-educators.com.

2. IC Payment

Payment for services is made to IC upon completion of each semester unit. A semester unit is 18 lessons. When a student completes 18 lessons of a 36 lesson course, the IC submits the Semester Completion Report, with an attached screen shot of the Lessons Page. **Note:** Students have 365 days to complete their courses. Payment is not based on number of weeks, but number of lessons. Payment will be made at the beginning of the month following submission of the Semester Completion Report. IC's are paid on one of three scales:

Scale 1: \$75 per semester for a course specific subject. An IC earns \$75 for each semester long course, \$150 for each 36 week course. (36 lessons) (All high school courses are on this scale.)

Scale 2: \$175 per semester for full license, for each student assigned, (Students in grades 4-8th, all subjects).

IC's will be issued a 1099 for all payments received in accordance with IRS regulations. IC's must complete a minimum of one full semester of teaching to receive payment. **No partial payments will be given** unless a written amendment is issued by the Director.

3. Prohibited IC activities

IC is prohibited from external communication with student via phone, face-to-face-meeting, or other media, unless the POC is notified in advance. **The IC is NOT to contact the parent directly, without written permission from the POC.**

The IC is prohibited from transmitting any information to the student that is considered inappropriate to course objectives, including pornography, inappropriate web-links, jokes of an inappropriate nature, websites that may promote cheating, etc... IC's are expected to use professional communication skills with the student, parent, and CEA administrator at all times.

4. Appropriate Communication

Appropriate communication tools, and guidelines between IC and student include:

- CEA's LMS. Parents and CEA administrator consistently monitor communications via CEA's LMS tools.
- Any substitute assignments, final exams, mid-terms or other information given to the student must be posted on the icon designed for student/administrator and parent access.
- External e-mail. When using external e-mail, IC's must include POC on all emails sent to student or parent.
- CEA's School Network. CEA enrollment includes subscription to CEA's school network: software facilitating social, educational, and professional networking for CEA students, parents, faculty, and staff. IC's are required to comply with CEA School Network guidelines, and immediately notify CEA staff if they observe inappropriate communications on the CEA School Network.
- IC may use Mikogo web based communication with telephone tutoring, webcam, or any other communication teaching tool.
- CEA does not provide ongoing one-on-one tutoring; however; **the IC is responsible to insure student understands the basic concepts of the lesson assigned.**
- IC's must communicate weekly with the administrator through the internal system, online grading, email or by phone. Teacher seat-time and response time is monitored. If a substitute is needed due to an extended absence, please notify the Director 2 weeks in advance.
- An IC may **NEVER meet with the student face-to-face**, or have telephone discussions with a parent unless a written request is submitted to the CEA administrator. All face-to-face contact will be determined on a case-by-case basis.

5. Failure to comply

IC's must sign this contract agreement stating **intent to provide teaching for a minimum of 1 full semester**. Students have the right to complete any course within 365 days, and all IC's are responsible to work with a student's individual schedule, or until all assignments for each subject has been completed. The POC has the right to determine completion of a subject.

All Resignations must accompany an dated letter to the POC. Two week notice is required. IC's failing to meet all contract agreements will not be reimbursed for any teaching activity. **No partial semester payment for teaching will be given under any circumstances.**

Failure of IC to comply with this agreement will result in immediate termination of IC access to CEA LMS.

I understand my role at Christian Educators Academy is to be an independent contractor. I agree to the payment scale _____. I agree to comply with appropriate communication and grading as outlined in this agreement. I understand failure to comply with agreement, or termination of contract prior to completion of one full semester of teaching, will result in termination without reimbursement.

Date: _____

IC Signature: _____

Date: _____

POC Signature: _____

Date: _____

Admin Signature: _____