

PENN COLLEGE DUAL ENROLLMENT

POTENTIAL SECONDARY TEACHER ASSESSMENT PROCESS

ASSISTANT DIRECTOR FOR SECONDARY PARTNERSHIPS (ADSP) DISTRIBUTES COURSE GUIDES TO POINTS OF CONTACT (POC)

Courses that are not listed are not available to add for identified school year.
Additional teacher/facility requirements indicated.

POC/ADMINISTRATION IDENTIFY POTENTIAL NEW COURSES/TEACHERS

Based on teacher enthusiasm/experience, student demand/interest, facility conditions, etc.;
see also *Secondary Educator Handbook*.

POC IDENTIFIES POTENTIAL NEW COURSES/TEACHERS (TO ADSP)

Potential courses/teachers received after deadline are not guaranteed assessment.
CSPO tracks all potential new courses/teachers at all partner sites.

COORDINATOR OF SECONDARY PARTNERSHIP OPERATIONS (CSPO) COLLECTS SECONDARY TEACHER INFORMATION

Potential New Secondary Teacher Profile contains: updated resume, postsecondary transcripts
(unofficial accepted), and all relevant certifications held (state teaching/vocational and industry).

Only complete profiles received by deadline are sent to faculty liaisons for assessment.

FACULTY LIAISON COMPLETES AND RETURNS NEW TEACHER ASSESSMENT

Faculty liaison ensures that secondary teacher meets qualification as an adjunct in that program area.

Faculty liaison contacts potential teacher to explain responsibilities, briefly review content, clarify information,
evaluate required equipment/material availability, and gauge teacher willingness.

APPROVED

Assessment and profile sent to appropriate academic school dean for final approval; teacher hired as "non-employee."

APPROVED WITH PLAN

Liaison creates plan for approval.
(i.e. additional education, purchase of required materials, etc.)

DECLINED

Decline letter sent to POC and teacher. May be reassessed in subsequent year.

APPROVED TEACHERS ADDED TO PROFESSIONAL DEVELOPMENT LIST

Must attend PD prior to teaching in the next school year.