

## Principal/Administrator Expectations and Responsibilities for Dual Enrollment

As a principal/administrator responsible for the integrity of Dual Enrollment Courses with Glendale Community College on the high school campus, I acknowledge and agree to the following:

- All instructors teaching dual enrollment classes have been approved and meet college requirements to teach the dual enrollment class assigned.
- Approved college level textbooks are provided in each Dual Enrollment class.
- Glendale Community College (GCC) will be informed within 48 hours of any change in the status of the dual enrollment teacher including a long-term substitute (longer than 10 consecutive school days) or the resignation of a Dual Enrollment approved teacher.
  - Refer to the IGA under Obligations of School District 6.2.C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.
- Dual enrollment instructors with student teachers should not have the student teachers assigned in the dual class. Please communicate with your GCC faculty chair/designee if your high school instructor has a student teacher.
- All college course competencies are being taught at a college level.
- I will ensure dual enrollment instructors:
  - Have completed annual acknowledgements through Maricopa Community Colleges
  - Have submitted an approved, updated college syllabus at the start of class each semester when they are teaching a dual enrollment class
  - Verify 45<sup>th</sup> day roster(s) online by the deadline, if the instructor does not, this may prohibit the instructor to offer future dual enrollment classes
  - Submit grades online within five days of the end of course
  - Complete online course level assessment as required by GCC
  - Will cooperate with college faculty when scheduling the college evaluation (three consecutive evaluations are required, then annually)
- I will ensure college course evaluation and student classroom evaluations are administered.
- I will complete end of year survey for NACEP certification and will ensure dual enrollment instructors have completed it as well.
- I will address and correct any issues from the college course evaluation.
- I will provide SAIS numbers of dual enrollment students per the IGA.

In the IGA under Obligations of School District 6.4.C. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.