



TEACHERS HELPING/ASSISTING ON PLANNING PERIOD MIDDLE AND HIGH SCHOOL

REQUIREMENTS: A teacher helping on their planning period must be a successful MCPSS teacher with **at least one year of experience.** Human Resources must receive this form AND the bookkeeper must report the teacher on their payroll Service Report. The **Helping Teacher** should keep some kind of Time Card to turn in to the Bookkeeper. No more than 6 teachers may be selected for each new or alternative teacher. The Helping Teachers do not have to be of the same subject taught by the alternative teacher.

PURPOSE: The purpose of the Helping Teacher should be assist in classroom management while the new teacher learns and develops their own procedures. They do not have to help every day, but it should be on a consistent basis and the Helping Teacher should only **be paid for the days that they actually give up their planning period.**

Pay will be \$40.00 per day in addition to the teacher's regular salary.

Name of School: _____

*For each Planning Period Helping Teacher, list his/her name and employee number. **The bookkeeper should list the number of days worked and the \$40.00 daily rate on the monthly each service report.***

	<u>Name</u>	<u>Employee #</u>	<u>Certification</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____
(6)	_____	_____	_____

DATE HELPING TEACHERS BEGIN: _____

Information regarding the Alternative Teacher who is being helped

Name of **Alternative** Teacher: _____

Subject Area where request is being made: _____

Anticipated End Date (**no longer than a quarter**): _____

Principal's Signature/Date of Request

Personnel Administrator/Date Approved

Date Authorization to Payroll: _____ Attention: _____

Account Number:

____ - ____ - _____ - 180 - _____ - _____ - _____ - _____ - _____