

**North Dakota Department of Public Instruction – Title I
North Dakota State Parental Information Resource Center (NDPIRC)**

Title I Parental Involvement Training
Scope of Services



PURPOSE:

To promote parental involvement and engage schools, families, and the community to learn and participate in the education of children in North Dakota.

EXPECTATIONS:

- The trainer will collaborate with school administrators, principals, and staff to determine the course outline, training content, methods of presentation and handouts for each training session.
- The trainer will make the initial contact with the school districts in the assigned region to arrange the training opportunity. The trainer must contact the school prior to the training to verify and confirm dates, time and other information related to the training.
- The trainer will assume responsibility for making all travel, lodging, and personal arrangements. The Trainer will be reimbursed for miscellaneous expenses needed for preparation for the training (such as printing, copies, phone calls, etc.). Trainers are encouraged to make arrangements with schools to supply the materials and supplies necessary during training. A proposal must be submitted to the department for approval prior to incurring the costs (Parental Involvement Project Application).
- Trainer assures that they are on leave status and are not receiving a salary or other compensation from any other entity.

MINIMUM REQUIREMENTS:

- The number of training sessions are at the discretion of the trainer at the agreed upon rate noted in terms of payment in the contract, based on a "Time and Effort Log", and as proposed in the Parental Involvement Project Application. A "training" is defined as any part of an eight-hour business day that includes at least one hour of presentation. A training session also includes organizing, planning, scheduling of trainings, preparation time, and presentation. The training sessions must take place between the months of March 1, 2011 and May 31, 2011.
- The trainer will provide specific parental involvement workshop/trainings to Title I schools within North Dakota.
- The trainer will provide Title I schools, parents, and community members with technical assistance, resources on issues, and opportunities for professional development in parental involvement such as, but not limited to, the Six Types of Parental Involvement (parenting, communication, volunteering, learning at home, decision making, and collaborating with community).
- The trainer will submit a Parental Involvement Evaluation form after each onsite training.
- The trainer must immediately notify North Dakota Parental Information Resource Center of any changes in circumstances which would prohibit or reduce the capacity of the trainer to carry out the obligations and activities outlined in the requirements.

PROFESSIONAL FEE & PAYMENT TERMS

The Trainer Will:

- Receive \$30.00 per hour for services provided in accordance with this contract based on the “Time and Effort Log” not to exceed \$2,500.
- Receive reimbursement for contract-related travel in accordance with ND State travel policies and rates including motel, mileage, meals. Receipts must be provided for copies, materials needed for the training, long distance charges, and supplies, etc.
- Document hours of work performed on the provided “Time and Effort Log” and certify the information by signing and dating the form. Only work assigned by the state Title I office can be charged to this contract. Work performed without the permission of the state Title I office cannot be reimbursed.
- Agree to all terms on contract with North Dakota Parental Information Resource Center.