



Early Award Scholarship (EAS) Teacher Team Lead Responsibilities for 2023-2024

1. PROMOTE the EAS Program to students and families in your grade level through school communication channels (social media, newsletter, emails), in-class presentations, testimonials, and at parent/teacher conferences.
2. ENCOURAGE enrollment in the EAS by assisting parents/guardian in completing the CollegeChoice Direct 529 application and the Participation Agreement form through various means.
3. ASSIGN (and ensure grade level teachers assign) scholarship-related student work as outlined in the EAS Program (e.g., ensure students set goals for growth in Q1, plan a career/college activity during both semesters, assign the essay in Q3, deliver all workshops).
4. REPORT (and ensure grade level teachers report) scholarship-related student work on Google sheets by the deadlines given.
5. ATTEND Team Lead meetings and respond to requests for information from the Program Officer.
6. ASSIST with at least one EAS event outside of class (e.g., media, public event, party).
7. DISTRIBUTE and COLLECT EAS Program materials including enrollment forms, flyers, surveys from the University of Michigan and other outlets, Progress Reports, welcome packets, samples of student work, etc.
8. REPRESENT fellow teachers to the Community Foundation for purposes of providing feedback.
9. BE the principal resource person to teachers, parents, students, and the community to champion EAS Program goals.

For your time, leadership, and expertise, we will compensate you \$595 as a contract provider for the period July 31, 2023 - June 30, 2024. Compensation will be disbursed in December 2023 (\$245) and May 2024 (\$350). We will not issue 1099s at the end of the calendar year. We will communicate with you regularly during each nine weeks via email or in person. We anticipate scheduling at least two meetings with you and your fellow teacher Team Leads during the school year. We may call special after-school meetings to discuss important concerns as they arise.

Please indicate below your commitment to carry out the duties of a grade level Team Lead in the EAS Program for the 2023-2024 school year as defined above by providing your e-signature below.

Printed Name

Signature

Date