



## Contract Addendum

This addendum to your teaching contract makes known the additional duties and expectations required for employment at Helias Catholic High School for the 2020-21 academic year.

As a result of the Covid-19 pandemic, we have established tiered phases for continuing the educational ministry of Helias Catholic depending on the levels of pandemic and restrictions in place by county, state, or federal agencies.

All phases of learning constitute additional duties and responsibilities for all teachers.

- All faculty members will teach extra sections of classes for the entire 2020/21 school year by moving to an 8 period day in phase 1. All faculty will be responsible for teaching 7 sections, with a built-in planning period.
- Phases 2, 3, and 4 will require moving to a block schedule and/or transitioning to remote learning.
- All faculty are required to use Google Classroom as the common platform for teaching. All teachers will be required to be proficient in the use of Google Classroom with proper professional development.
- All remote teaching must be facilitated through Google Classroom.
- All faculty must be able and willing to communicate with students and parents in a timely manner via school email, phone calls, and possibly online options like Zoom or Google meet.
- All faculty members may have required online hours during e-learning phases.

Helias Catholic High School is committed to providing reasonable professional development, training, and ongoing support to assist faculty members. However, all faculty members are required to demonstrate a willingness to learn and show progress in the use of technology for teaching and learning.

Finally, all faculty and staff members will report to the Helias administration within an hour if they receive a positive diagnosis for Covid-19.

Fr. Stephen W. Jones  
*President*

*I have received this addendum and am willing to take on these duties and expectations.*

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