



CHILDREN COPE WITH DIVORCE® INSTRUCTOR APPLICATION

Name _____
First Middle Initial Last

Address _____

Mailing Address (if different from above) _____

Place of Employment _____

Your Contact Information: Telephone: Home _____ Work _____

Cell _____ Email _____

Educational Background and Degrees Obtained: A Master's degree is required in a related field.

Why are you interested in becoming an instructor for the Children Cope With Divorce® Program?

What background/skills do you have regarding children and divorce issues or other related areas?

What experience do you have in teaching and working with adults?

Are you bilingual? Yes _____ No _____ If yes, in what language(s) _____

References: List two persons not related to you who have knowledge of your qualifications. Include the best way to contact them. I authorize WSU to contact my references.

Name _____ Day Phone _____

E-mail and Address _____

Name _____ Day Phone _____

E-mail and Address _____

I understand that misrepresentation or omission of facts requested in this application are cause for non-appointment as a WSU Extension instructor for the Children Cope With Divorce® Program. If hired as an instructor, I agree to abide by the regulations and expectations of Washington State University Extension and to fulfill the responsibilities to the best of my ability.

Signature _____ Date _____

Please return the completed Instructor Application and Instructor Agreement by E-mail or mail.

WSU Douglas County Extension
Margaret Viebrock
PO Box 550
Waterville, WA 98858
Phone: (509) 745-8531
Email: viebrock@wsu.edu



**Washington State University Chelan/Douglas County Extension
Children Cope With Divorce® Instructor Agreement**

As an instructor for the Children Cope With Divorce® Parent Education Program, I agree to:

- Complete Instructor Application and Agreement.
- Complete new instructor training as required by WSU Extension.
- Be available and willing to teach classes as a Chelan County part-time temporary employee with a pay rate of \$30 per hour.
- Participate in annual instructor re-certification training.
- Abide by policies and guidelines of Washington State University Extension programs.
- The WSU Children Cope With Divorce® Program may not be used to promote or market personal business or service interests.
- Be professional, well informed, and prepared, reliable, and effective in the delivery of Children Cope With Divorce® Programs.
- Learn to operate the audio/visual equipment used in teaching the classes.
- Respect confidentiality of class discussions.
- Use only the training material provided by WSU Extension and Families First when teaching.
- Provide education, not therapy, ministry, counseling, or legal advice, when teaching classes.
- Cooperate with WSU Extension, teaching partners and other persons involved with the program including the on-site coordinator, class participants and security guards to provide the best possible learning experience for the audience.
- Assist with the program evaluation and complete required paperwork for teaching assignments.
- Maintain open communication with WSU Extension.
- Inform WSU Extension of unusual or questionable situations that may arise in class.

WSU Extension agrees to:

- Provide program leadership, training, and educational materials to be used in conducting the Children Cope With Divorce® parent education classes.
- Set educational tone and direction.
- Provide assistance, support and encouragement to instructors.
- Give recognition for time, energy and expertise devoted to the job.
- Pay instructors \$30 per hour.
- Be responsible for overall program content, leadership and coordination.

An instructor who fails to comply with any of these guidelines may be dismissed. Accepted by:

Instructor Signature

Date

Margaret Viebrock, Director
WSU Extension – Chelan and Douglas Counties

Date

WSU Extension programs and employment are available to all without discrimination.
Evidence of noncompliance may be reported through your local Extension office.