





## INSTRUCTION/ADMINISTRATION INFORMATION

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*List your typical duties for a week. List all classes taught and other duties performed, indicating the number of hours spent doing each (D=day, e=evening (please circle)).*

Subject Taught or Duty Performed	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What percentage of your working time has been spent during the past month in:

Teaching \_\_\_\_\_ Administration \_\_\_\_\_ Counseling \_\_\_\_\_ Field Work \_\_\_\_\_ Other (explain) \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT INFORMATION** (for administrators) Faculty should all have faculty development plans with supporting documentation in their personnel files.

- Names, dates, and locations of methods courses or workshops attended in the past three years.
- Names, dates, and locations of conventions or educational meetings attended during the past three years.
- Organization and/or professional societies (related to your present position), in which you now hold membership.
- List visits made to prospective employers of your students, businesses, other schools, and/or related organizations during the past year.

**I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, TO THE BEST OF MY KNOWLEDGE.**

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_