

**Professional-Technical Education
Plan for Time beyond the Normal Academic Year (Extended Contract)
Copy to Building Principal / File Copy**

Jr/Sr High School _____ School Year _____

Program Area _____ Instructor _____

Administrator Approval _____

Explain the activity and give the dates that will take place *beyond* the normal academic year:

Establish/Supervise Workbased Learning Sites	Dates:	Number of hours/days
<ul style="list-style-type: none"> ● Meet with employers ● Supervise / visit work sites ● Advisory Committee ● Other – please explain 		
Leadership Development Activities:		
<ul style="list-style-type: none"> ● State Leadership Meetings ● National Leadership Meetings ● Other leadership activities (please explain) 		
Equipment Care / Facility Maintenance:		
<ul style="list-style-type: none"> ● Opening Dept (1 day) ● Closing Dept (1 day) ● Other activities – please explain 		
Professional Development Activities : Related to program		
<ul style="list-style-type: none"> ● PTE Summer Conference ● Other related professional development (please explain) 		
Total		Total Days