Attachment B

HIGH SCHOOL S-TEAM
STATEMENT OF COMMITMENT

Our S-TEAM Leader for 2010-2011 will be the individual named below. By signing below, the designated S-TEAM Leader certifies that he/she has read and understands the S-TEAM Leader's responsibilities attached to this Statement of Commitment and that he/she agrees to perform those duties.

Name: _____

Job Title: _____

Work Phone:_____ Work Fax:_____

Work Email: _____

Conference Period: _____

Home Phone:_____ Cell Phone: _____

Home Mailing Address:_____

Home Email (if any): _____

Best Time and/or Method to be Contacted: _____

_____ / _____
S-TEAM Leader Date Signed

By signing below, the campus Principal and Superintendent indicate that each of them understands the requirements for 2010-2011 S-TEAM, including both on-campus and off-campus activities, and agrees that the Principal, the S-TEAM Leader, and the campus S-TEAM members will participate in mandatory S-TEAM activities according to the campus plan for 2010-2011.

_____ / _____
Campus Principal Date Signed

_____ / _____
School Superintendent Date Signed

ATTACHMENT A

DUTIES TO BE PERFORMED BY THE S-TEAM LEADER INCLUDES:

- DUTIES TO BE PERFORMED DURING WORKING HOURS AT THE CAMPUS, WHICH ARE COVERED BY COMPENSATION FROM THE CAMPUS

Duties to Be Performed During Working Hours at the Campus

1. Serve as a primary contact for Tech Prep RGV staff.
2. Serve as a liaison to the campus's leadership team and makes a presentation about Tech Prep programs of study, Tech Prep Texas Scholars, and related Tech Prep information for that team at some point during the year.
3. Work with campus and/or school district staff to ensure that PEIMS coding of Tech Prep students is accurate and that the campus is fully utilizing the CATEMA system found on Tech Prep RGV's website (www.techprepRGV.com).
4. Serve as a "primary contact" for Tech Prep outreach staff from STC, TSTC, and Texas Southmost College, working with those individuals on activities including, but not limited to, providing graduating Tech Prep seniors with information and documentation necessary for claiming their "banked" articulated credits at the colleges (as well as their dual credit options).
5. Coordinate *Tech Prep Texas Scholars* and the *Dr. Lauro F. Cavazos Tech Prep Scholarship* activities on the campus.
6. Facilitate periodic S-TEAM meetings on the campus
7. Participate in S-TEAM Leaders' meetings as scheduled (off campus).

Duties to Be Performed After Working Hours at the Campus

1. Regularly check Tech Prep RGV's website (www.techprepRGV.com) and S-TEAM Leaders' email and share information from those sources with other members of the S-TEAM (and with campus leadership as appropriate)
2. Prepare and submit reports and other documentation required by Tech Prep RGV on or before the dates such items are due. DUE DATES:

Membership Form:	October 12, 2010
Statement of Commitment:	October 12, 2010
Campus Plan:	October 22, 2010
Interim Report:	December 3, 2010
Final Report:	April 22, 2011
Best Practice:	April 22, 2011