

# **SERENDIPITY: RUSSIAN CONSULTING & DEVELOPMENT, LTD. CONTRACT SUPPLEMENT**

## **1. DUTIES**

- a. In addition to teaching up to 4 regular classes a week (a "full load"--see "pay" below), each teacher will be expected to do the following:
- (1) Give at least one "special lecture" during the year. (See the separate comments on "The Lecture" sent to you by e-mail and in the Handbook.)
  - (2) Assist each month with the English Club, including helping prepare for the Halloween, Xmas, and Mardi Gras (or Valentine's Day) parties, and participate fully in all Club activities.
  - (3) Either take on an additional on-going duty, such as working with the Music Club or co-chairing the English Club, or take part regularly (an average of at least twice a month) in things like giving outside lectures, judging "contests," etc. (See the Handbook and the Ideal Teacher statement for a discussion of the types of things the teachers are regularly asked to do--and the reasons these things need to be done.)

Please note that those who accept an on-going duty will still be asked to assist with some of the other "outside" activities. Those who do not have an on-going responsibility will be expected to take part in more of these additional activities.

- (4) At least once a term meet with area English teachers and/or participate in a workshop for these teachers--if asked.
- (5) Participate each Wednesday in teachers meetings. (Wednesdays are not a "day off." They are to be used for office hours, class preparation, and the teachers meetings. This is basically a six-day a week job--with some Saturdays off for individual teachers, plus the midterm, Christmas, and spring breaks.)
- (6) Take turns showing the Saturday movies. This includes preparing "publicity" for the movies you select. (You probably will have to show the Saturday movie about once every other month and attend an English Club meeting on Saturday once a month. There will also undoubtedly be other Saturdays when you will be asked to participate in some of the "outside activities" noted above--and discussed in the Handbook.)

## **2. PAY**

- a. Stipends will be based on the number of classes taught. There will be a 25% reduction in pay for each regular class less than 4 which you are teaching--conversation classes count for one half a regular class. (If possible, the Lead Teacher's teaching load will be less.)
- (1) To the extent possible, reduced teaching loads will be given to people who request them--along with the reduced pay.
  - (2) The availability of reduced teaching loads will depend on enrollments. In other words, on the one hand, it may not be possible to grant requests for a reduced load, and on the other hand, it may be necessary to assign reduced loads to teachers who have not requested them--all depending on enrollments.

- b. Room and board and the Russian lessons can be covered in full for teachers with reduced teaching loads provided mutually agreed upon additional duties can be arranged. (These additional duties will be above and beyond the duties listed above.)

If additional duties are not arranged for, then the living expense payment and the Russian lessons will also be reduced by 25% for each regular class not being taught. (Again, each conversation class will be worth half of a regular class, or 12 ½%.)

- c. Galya Altonen, the Director of the English Program, will have the final say on compensation.

### 3. SUMMER SCHOOL

- a. As noted in your contracts, each teacher is expected to be prepared to teach in the six-week summer program—if asked. (The availability of summer school teaching will depend on enrollments.)
- b. A "full load" for summer school is two regular classes.
- c. Pay will be based on the summer school teaching load. In other words, teaching one course will result in receiving "half pay."
- d. To the extent possible, summer school teaching will be negotiated. However, the final decision on summer school assignments belongs to Galya Altonen.

**NOTE:** Please keep in mind that the primary "compensation" for this position is the "real world" experience you will be receiving, and what you will be learning about the Russian language and culture. In other words, you should look upon this as a partially paid internship. The American Home is limited in its financial resources to what the English Program earns from student tuition. Financial compensation cannot exceed earned income. Depending on what happens to the Russian economy, you may need to supplement your earned income with some of your own money. Exactly how much extra money you may need will depend on how economically you personally are willing and able to live—and on your teaching load—as well as what happens to the Russian economy during your stay. In most cases, approximately \$50 per month extra should be sufficient—not counting money for special travel or major gifts.

Finally, while every effort will be made to safeguard the security and safety of all the staff at the American Home, Serendipity cannot be held responsible for problems that might arise as a result, for example, of a political conflict between Russia and the United States, over zealous efforts by the local militia to "protect against terrorism," or the behavior of groups such as the local "skinheads."

I have read and understood the above, and I accept the terms of this agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_