

## Guidelines for Lead Instructors:

1. **Clear Communication**: Lead instructors should maintain open lines of communication with associate instructors. Regular check-ins, emails, and virtual meetings can help ensure everyone is on the same page.
2. **Set Expectations**: Clearly define the roles and responsibilities of lead and associate instructors. Provide a detailed overview of what is expected from both parties in terms of course delivery, engagement, assessment, and communication.
  - A. Associate Instructor is responsible for leading the presentation of one lesson within a Unit;
  - B. Associate Instructor is responsible for facilitating one breakout interaction for the whole group (instructions before breakout, monitoring during breakout, and feedback from group post-breakout)
3. **Training and Onboarding**: Lead instructors should confirm the Associate Instructor's participation/viewing of the onboarding session, introduce them to the program's structure, curriculum, teaching tools, and technology platforms, and involve them in course pre-meetings.
4. **Provide Resources**: Lead instructors should curate and share resources such as teaching materials, lesson plans, assessment rubrics, and best practices for effective online teaching.
5. **Feedback Mechanism**: Establish a feedback mechanism for lead instructors to provide constructive feedback to associate instructors. This can include regular evaluations, peer reviews, and suggestions for improvement.
6. **Support and Guidance**: Lead instructors should be available to answer questions, provide guidance, and address any challenges that associate instructors face while teaching online.
7. **Quality Control: Associate Instructors Mentoring As**
  1. **Personalized Support**: Lead instructors should take the time to understand each associate instructor's strengths, weaknesses, and teaching style. Provide guidance based on individual needs.
  2. **Regular Check-ins**: Schedule regular meetings with associate instructors to discuss progress, challenges, and successes. Use these meetings to provide feedback and solutions to any teaching-related issues.

