

Albert Lea Community Education - New Instructor Process

New instructors will need to complete and submit the following in order for their class/classes to be considered for publication in the Community Education book.

INITIAL PAPERWORK

Please complete the following Community Education forms completely:

_____ A) **Class Proposal Form**

For accuracy and continuity, no other form (email, word document , etc.) will be accepted. If additional space is needed please attach.

_____ B) **Instructor Biography**

If additional space is needed please attach.

PAYMENT OPTIONS

Once class(es) are approved the instructor will need to choose how to be paid:

_____ C. **Become a district employee-** a link will be sent to the instructor to complete an online application and background check. The background check will be at the applicant's expense. Estimated cost \$25.

_____ D. **Independent contractor-** will be required to submit a W9. If the instructor's classes will be for individuals under 18, a background check is required, regardless of their independent contractor status. A link to complete the background check will be sent to the instructor. The background check will be paid at the applicant's expense.

All of the above requirements must be met to be considered for publication in the Albert Lea Community Education booklet.

**If you will be working with individuals under 18, please note that there should not be a one to one situation with an instructor and student.

-Community Education recommends a good ratio adult:student for classes.

Community Education staff will provide the following to our instructors:

1. Arrangement of facilities
2. Marketing of classes (publication in the Community Ed booklet, social media, signage)
3. Registration of students
4. Professional, friendly interaction and education with your current and potential students about your classes.
5. Communication to you and students about class changes, updates, or cancellations.
6. Processing of income earned to you.
7. Community Education Handbook
8. Teaching tips and resources.