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Enrichment Instructor Guidelines

Class Scheduling Process

- 1) New instructors must complete an enrichment instructor application and an enrichment class proposal. Returning instructors must complete an enrichment class proposal. The enrichment class proposal must be completed for each class to be taught.
- 2) Class dates, times and locations are determined by the Community Education enrichment coordinator based on information provided on the class proposal form. Once classes are considered final, the class date, time and location may not be changed or modified, except for extenuating circumstances approved by the enrichment coordinator.
- 3) Classes are typically held in Warren County Public and Bowling Green Independent schools. Classes may meet in other locations due to class needs.

Class Compensation

Community Education works with both contract and volunteer instructors. Compensation for contract instructors will be negotiated between the instructor and the enrichment coordinator. Volunteer instructors are greatly appreciated; the fees collected help support the overall program expenses.

Instructor Responsibilities

- 1) On the first night of class (and the following nights), the instructor is expected to arrive early to class. Upon arrival, check the physical aspects of room for comfort and safety of the group. When class begins, introduce yourself, write your name on the board (if there is one) and have the participants introduce themselves. Make sure to determine the participants' needs and reasons for enrolling and explain what the participants can expect from the class.
- 2) It is vital to understand that any classroom used by Community Education should be cared for and that courtesy should be given to the teachers, staff, managers and school principals. Therefore, instructors should understand and observe the local school policies, building rules and safety factors. Always return the classroom to BETTER THAN the original condition. Should your classroom have a SMART Board, please do not write on or attach anything to it. If you have access to a marker or chalkboard, erase everything before leaving and do not erase anything the teacher has left.
- 3) Instructors are responsible for providing their class with content sufficient to fill the time allotted. The class must be taught for the full length of time specified.
- 4) Instructors may not use any participant information, which includes but is not limited to name, telephone number(s), address, email, etc. for personal, business or financial gain. Instructors shall not attempt to contact students outside of the class unless explicitly asked by a student to do so or in the case that a class is changed due to weather or other emergency.
- 5) Instructor contact information will not be provided to students without prior permission from the instructor.
- 6) Make sure you are the last to leave class. Please do not leave any participant alone waiting for his or her ride to arrive.

Class Requirements

- 1) Classes must begin and end promptly as scheduled.
- 2) Each instructor will be given a roster of participants who have pre-registered. If a class has reached its maximum number, any additional people will put on a waiting list. If a class is not full after pre-registration, on-site registration will be accepted and a Community Education representative will attempt to visit the first night to collect registration(s).
- 3) In the event that an instructor becomes ill or has an emergency, the instructor will notify the Community Education enrichment coordinator at (270) 842-4281 or by emailing clauth@commed.us. After 4:30 p.m., call (270) 791-2126.
- 4) Classes will not meet on legal holidays or any other times when schools or businesses are closed. Classes may be canceled due to inclement weather. Pay attention to local radio or television stations for information on school closures and canceled Community Education enrichment classes or call the Community Education office for clarification.
- 5) Instructors are responsible for locating available supplies for their class unless otherwise notified. Instructors needing to print handouts should contact the enrichment coordinator to make such arrangements.