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## Enrichment Instructor Guidelines

### Class Scheduling Process

- 1) Community Education's Enrichment Program follows a traditional, academic year calendar with two semesters and a third winter session. Instructors must adhere to class proposal and other scheduling deadlines as outlined by the annual program calendar listing these dates. This calendar will be made available yearly during the month of August.
- 2) New instructors must complete an enrichment instructor application and an enrichment class proposal. Returning instructors must complete an enrichment class proposal for all newly proposed classes. The enrichment class proposal must be completed for each class to be taught.
- 3) 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.
- 4) Classes are typically held in Bowling Green Independent schools and other locations around town depending on 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 another emergency. Full group contact is permitted with good judgement outside of class if the purpose of contact is to advance the stated teaching objectives outlined in the class proposal (i.e. handouts, e-classroom set-up, home assignments).
- 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.
- 7) Instructors are expected to use good judgements and conduct themselves in a professional manner that is representative of the standards and values that Community Education upholds as an organization.

### 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 does not meet the minimum enrollment as agreed upon between the instructor and enrichment coordinator, it will be cancelled 2 business days prior to the scheduled first-day of class. It is the responsibility of the enrichment coordinator to cancel the class and notify any registered participants.

- 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 bwarner@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. For classes that require specific materials, an agreement can be made between the instructor and the enrichment coordinator on the best way to reimburse those costs to the instructor or provide a materials list to participants. Instructors needing to print handouts should contact the enrichment coordinator to make such arrangements.

### **Penalties**

- 1) Instructors that fail to meet their agreed upon obligations of teaching a class without reason, may be held responsible to reimburse Community Education for any costs incurred by scheduling the course, including, but not limited to, registration transaction fees, facility use fees, and materials.