



Instructor Guidelines

Youth Enrichment Mission:

Thank you for offering your skills and talents to help support anytime, anywhere learning for students. Our goal is to build learning, growth, and connection opportunities that are **of** our community, **by** our community, and **for** our community.

Edina Community Ed reserves the right to set program fees based on market analysis, course facility needs and content, supply costs and instructor compensation with input from program providers. Community Ed also reserves the right to adjust adult/youth ratios to ensure the best outcomes for participants. All programs are subject to a seasonal or annual review and expense and revenue adjustments may occur as a result.

Youth Enrichment Program Expectations:

- Program content should focus on key skills and competencies students need to thrive in a changing world.
- Instructors are passionate about their topic and have a desire to share what they know and to connect in a meaningful way with students and families. They must have basic competence in the subject area and are responsible for developing the content of their classes including course description, title, and acquiring the supplies needed to teach the content.
- Instructors observe all safety and security measures including proper adult to child ratios (see table with preferred ratios) *, excellent classroom management skills, awareness of emergency practices and layout of the teaching site, access to participant emergency contact and special needs information, and ability to easily connect with building leads.
- Please, no personal cell phone use during instruction time-including photography, personal messaging, social media posting, emails or calls.
- Instructors understand that they are employed by Edina Community Ed and will represent us in a professional and friendly way extending excellent customer service to all participants. Any questions or concerns regarding employment with Community Ed should be directed to the Community Ed supervisors.
- Adding waitlists is not typically an option but will be considered on a case-by-case basis if a qualified staff can be hired or provided. Please note, that while we welcome adult and youth volunteers into our programs, Community Ed does not include their presence into the instructor/child ratio.
- Instructors agree to observe and follow district policies outlined in the District Policy Handbook.
- Class fees are calculated based on a per-session rate with consideration of class content, supplies, transportation, facility needs, and other factors as determined by the Community Ed program manager and instructor/vendor.

A. Types of CES Instructor Payment Structures:

1. District employee percentage of class revenue. with TRA/PERA (6.51%).
2. Independent contractor or District employee with LLC (W9).
3. Gratis - No charge

B. District Employees percentage of class revenue after expenses (includes TRA/PERA contribution 6.51%)

This option enables any current Edina Public Schools employee to work as an instructor for Edina Community Ed during non-duty hours to teach camps/classes.

- Class curriculum and most supplies are the responsibility of the instructor.
- All reimbursable purchases of materials/supplies for the class must be authorized at the time of class proposal submission.
- Marketing your classes using district electronic technologies is not allowed (see district policy 634.3M) and all marketing must come from or be approved by CES.

Community Ed Support includes:

- Community Ed Leadership.
- Finance Services (payroll, accounts payable & receivable)
- Credit Card Fees
- Website management services
- Fee assistance for qualified participants
- Human Resource Services (hiring, background checks if needed-\$15 fee payable by applicant)
- Marketing
 - Catalog (Print/Online)
 - Electronic Newsletters
 - Constant Contact
- Online registration and customer service
- Facility Reservation-subject to availability and use is prioritized according to district policy 902
- Liability Insurance (applies to onsite activities only)

Compensation

- **District Employees**
 - Percentage of class revenue after expenses and includes a PERA or TRA contribution of 6.51%.
 - Prep and most supplies and curriculum development are included in the percentage negotiated and are not subject to additional reimbursement.
 - Instructor contract will be sent to you by email with all course details and compensation agreement.
 - Complete, date and sign an invoice in order to be paid. Compensation for teaching Community Ed classes is not paid on a bi-weekly basis like your regular payroll, instead payment will be dispersed within 35 days of the date we receive your invoice (must be dated after class end date).

- **Independent Contractors and District Employees with LLC**

This option enables vendors and district staff with small businesses to partner with Edina Community Ed to deliver classes and camps.

- Class curriculum and supplies are the responsibility of the vendor/instructor.
- In most cases a facility charge is not assessed however, there may be exceptions to this depending upon facilities booked (hourly fees, technology support needed, etc.)
- Class lists are the property of Community Ed and cannot be used for future marketing of other programs or for communicating with participants after the program ends.
- Course materials can include your professional credentials but please, no company logos

Community Ed Support includes:

- Community Ed Leadership
- Online Registration and customer service (all registrations for programs offered through Community Ed must be processed through us).
- Credit Card Fees
- Marketing
 - Catalog (Print/Online)
 - Electronic Newsletters
 - Constant Contacts
- Attendance/snack provided for after school K-5 programs.
- Facility Reservation-subject to availability and use is prioritized according to district policy 902
- Liability Insurance (applies to onsite activities only)
- Fee Assistance for qualified participants

Compensation

- Percentage of enrollment revenue.
- Prep and most supplies and curriculum development are the responsibility of the instructor and are not subject to additional reimbursement.
- Instructor contract(s) will be sent to you by email with all course details and compensation agreement.
- An invoices must be submitted in order to be paid. Edina Public Schools have by law up to 35 days to pay invoices. Further, all checks are approved by the Edina School board and mailing dates are determined by the dates of the school board meeting. **Bottom line; it can take about a month for the check to arrive in the mail**

***Class Categories and Preferred Ratios**

Class Category	Example	Ratio
Dance, Enrichment	Ballet, tap, jazz, art classes, STEAM, writing	12:1
Health/Fitness, Performing Arts	Yoga, Fitness Fun, Archery, Sports camps, Theater, Choir	15:1