



CommunityEd

Edina Public Schools

KEY INFORMATION FOR INSTRUCTORS

Welcome! Thank you so much for sharing your knowledge with our families as an Edina Community Education instructor! You are the heart and core of our community-centered program, and we will do everything we can to support you and make your class a success for all. We hope that the following information will help your class run smoothly. Please contact us with ideas, questions, and suggestions that can help us strengthen our program and better meet our community's needs.

*Annie Schilling, Brandon Sieck | Enrichment Program Supervisors
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Class Attendance

Before your class begins, you will be provided with a roster for you to take attendance with. Rosters are also available to you online through your Eleyo account. If there are people in your class who are not on the roster, please write down their name, email address, and phone number and send the information to: communityed@edinaschools.org

Custodial/General Assistance

Edina Community Center Custodial Phone: **612-875-1055**
Edina Community Center Office: **952-848-3952**

Wifi/Media

Edina Public Schools provides free wifi for guests. Please select "Edina-Open" from the available wifi networks and follow the prompts to connect. Please remember to close out of any internet browsers you have open before trying to connect.

Invoices/W-9

Please complete and sign the attached invoice in order to be paid for your class.

- We will use the terms outlined in the instructor contract. This is the document we emailed you when we were finalizing class details. If you need an extra copy for your records, please reach out to any of the supervisors to request a copy.
- If this is your first time submitting an invoice, you will also need to fill out and sign a W-9 form. You will only have to do this once--the first time you submit an invoice.
- Keep in mind that school systems like the Edina Public Schools have, by law, 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.
- Invoices and W-9 forms can be found online at <https://www.edinaschools.org/Page/318>

Program Evaluation Survey

We send course evaluation surveys to all participants for each of our classes. These surveys are sent out to participants the day after your class ends. At the end of each session (Summer, Fall, Winter, Spring) we will send you a feedback form that highlights successes and areas of improvement for your classes.

More About Us

Based on a fundamental belief in lifelong learning and community involvement, Edina Community Ed provides opportunities to learn, serve, and connect for community members of all ages. Our programs include Early Childhood and Family Education, Before/After school programming for school-age youth, Adult Basic Education, Adult Enrichment, volunteer programs, and more. Through our programs, we build learning, growth and connection opportunities that are OF our community, BY our community, and FOR our community.

More About Our Students

Our students, like our instructors, have busy lives and have high expectations for time spent in our classes. They are internally motivated, they value continuous learning, and they seek opportunities for growth. They count on our instructors to be enthusiastic about the course subject and able to facilitate meaningful conversations and connections. Above all, they are looking for a sense of accomplishment. At the end of class, please help them define and celebrate what they have accomplished in their time with you!

A Note on Advertising/Promotions

Community Education is first and foremost an opportunity for continuous learning and personal growth while making connections with community members. It is not a vehicle for advertisement, promotion, or solicitation of future business. Help us preserve this spirit of community education! You are welcome to leave business cards on a side or back table for students to take at the end of class, but please do not otherwise promote your business. If you use handouts (and we hope you do!), you are welcome to include your name and professional credentials, but please do not include company logos.



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