



Roseville Area Schools Community Education

INSTRUCTOR HANDBOOK

Contact Numbers

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**ROSEVILLE AREA SCHOOLS COMMUNITY EDUCATION
1910 COUNTY RD B W, ROSEVILLE, MN 55113**

Welcome

Welcome to Roseville Area Schools Community Education!

Thank you for your interest in becoming an instructor for Roseville Community Education. We look forward to working with you to serve our community of lifelong learners who want to learn a new skill, explore a new interest area, or enrich their personal or professional lives.



Roseville Area Schools Community Education is committed to lifelong learning for all community members by offering a wide variety of programs, classes and special events at affordable prices. New classes are continually being added to meet the changing needs and desires of the community.

Enrichment Instructors

All enrichment instructors are classified into one of three categories; Independent Contractor, District employee or volunteer.

We require proof of insurance from any fitness instructor or organization that is holding an event or using our facilities. Proof of liability insurance and W-9 form are required before teaching. Independent Contractors will create the contract for services with Community Education and submit an invoice at completion of service. Payment can be expected within 4-6 weeks after the invoice is received by our business office.

A District employee is someone who is currently or has been an employee in the past year. Payment for services is determined by current position in the district or by the discretion of the program manager. Employees will be paid on the regular district payroll schedule. Instructors who do not meet requirements of Independent Contractors, can choose to become a District employee.

Volunteers are those that are providing their class as a community service and collecting no payment for service from Community Education.

A background check will need to be done on any instructor working with students or children under the age of 18.

General Policies & Procedures



Promoting Your Class

We encourage you to partner with us in marketing your class to the community! This may take the form of simply “getting the word out” to friends and neighbors or may include more formal means of communication. District policy dictates that all forms of promotion (flyers, posters, mailings, press releases) must be approved by the Community Education department prior to distribution. This allows us the opportunity to ensure that all of the information is accurate.

Business Solicitation Policy

Your role as an instructor is to educate members of our community about a particular topic or interest area. With that in mind, we expect your presentation and materials to be non-biased and non-sales orientated. If a participant should want to initiate further contact with you, you may make your business card available to them at the completion of the class. Class rosters are never to be used for soliciting business.

Professional Conduct

All instructors represent Roseville Area Schools and Community Education. We ask that you conduct yourself in a professional manner, which includes dressing and speaking professionally and abiding by the district's policies and procedures.

Supply Fees

Independent Contractors may collect supply fees in class for items pertaining to the class project or curriculum. This fee must be discussed with the program manager and disclosed in the catalog description. Additional items may also be available for sale at the conclusion of class and this must be approved by the program manager.

For classes taught by employees, supply fees can be included in the cost of the course or can be reimbursed to the employee by following the district reimbursement policy.



General Policies & Procedures



Copies/Handouts

Independent Contractors are responsible for providing their own handouts for their classes. Reimbursement for these expenses must be included in the contract for service and agreed upon by the program manager.

Handouts and course materials will be provided by Community Education for instructors classified as employees or volunteers. Electronic copies must be submitted one week before class and will be included in the instructor packet on the night of class.

Enrollment Status

You will be contacted by email with the enrollment status of your class approximately one week prior to the start date. At this time, a determination will be made whether the class has reached the minimum needed to hold the class. Contact the Community Education office or log on to your Eleyo account at any time to check enrollment status of your class.

Instructor Packet

An instructor packet will be emailed to you prior to class. It includes a class roster, time card for employees and your instructor contract. The class roster will include the name of all paid registrants. Please use this list to record class attendance. If you have a late registration or a walk-in, list their name, address and telephone number on the class roster so that we can confirm their registration or collect fees. Please note that the class roster is for attendance records only and is not to be used for any other purpose. You will not be provided with contact information for you participants. Return your roster with any other materials to the building supervisor at the end of your class.

Audio/Visual Equipment

Direct any questions about availability of specialized equipment to the program manager. The manager will connect you with the appropriate technology resource person. Allow at least one week for this request.

Course Evaluation Forms

At the end of each class, an online course evaluation is generated to each participant via the registration system. Results will be shared with instructors by request or if there are concerns.

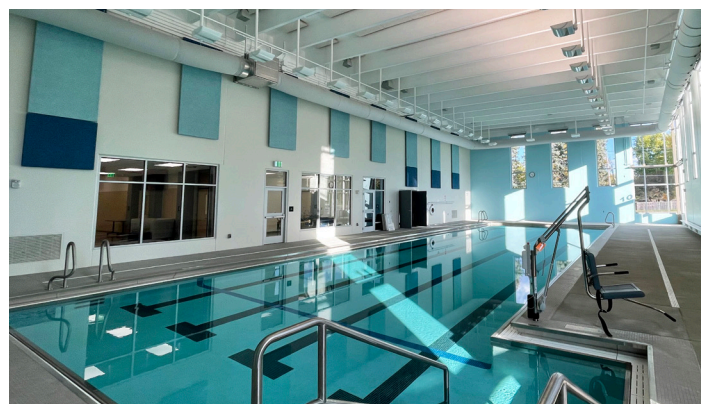
General Policies & Procedures

Students with Disabilities

It is the goal of Community Education to provide life-long learning opportunities for ALL members of our community. Someone with a physical or developmental disability may enroll in the class you are teaching. In most cases, you will be notified in advance if the participants have a special need of which you should be aware. Please feel free to contact us if you have any questions or should need any assistance in this area.

Classroom Use

Please take note of the condition of your classroom as you enter and make sure you return it to the same condition as you leave. In addition to returning all tables, chairs, etc. to their original location, please make sure you erase your information from the whiteboard but do not remove anything that the daytime teacher has on the board. Food and beverage are allowed during adult classes only to the degree that it does not disrupt you as an instructor. Please ensure that all trash is disposed of properly.



Instructor Emergency

If you are unable to teach your class due to an emergency, please contact us as soon as possible so that we can inform the students. Please call the Community Education office at 651.604.3500 between the hours of 7:30AM and 4:00PM.

Weather Cancellations

If a weather or other emergency causes us to cancel your class, we will contact you as soon as possible. Any time that school is canceled, all afterschool and evening classes are canceled and will be rescheduled. Our office is responsible for contacting class participants.

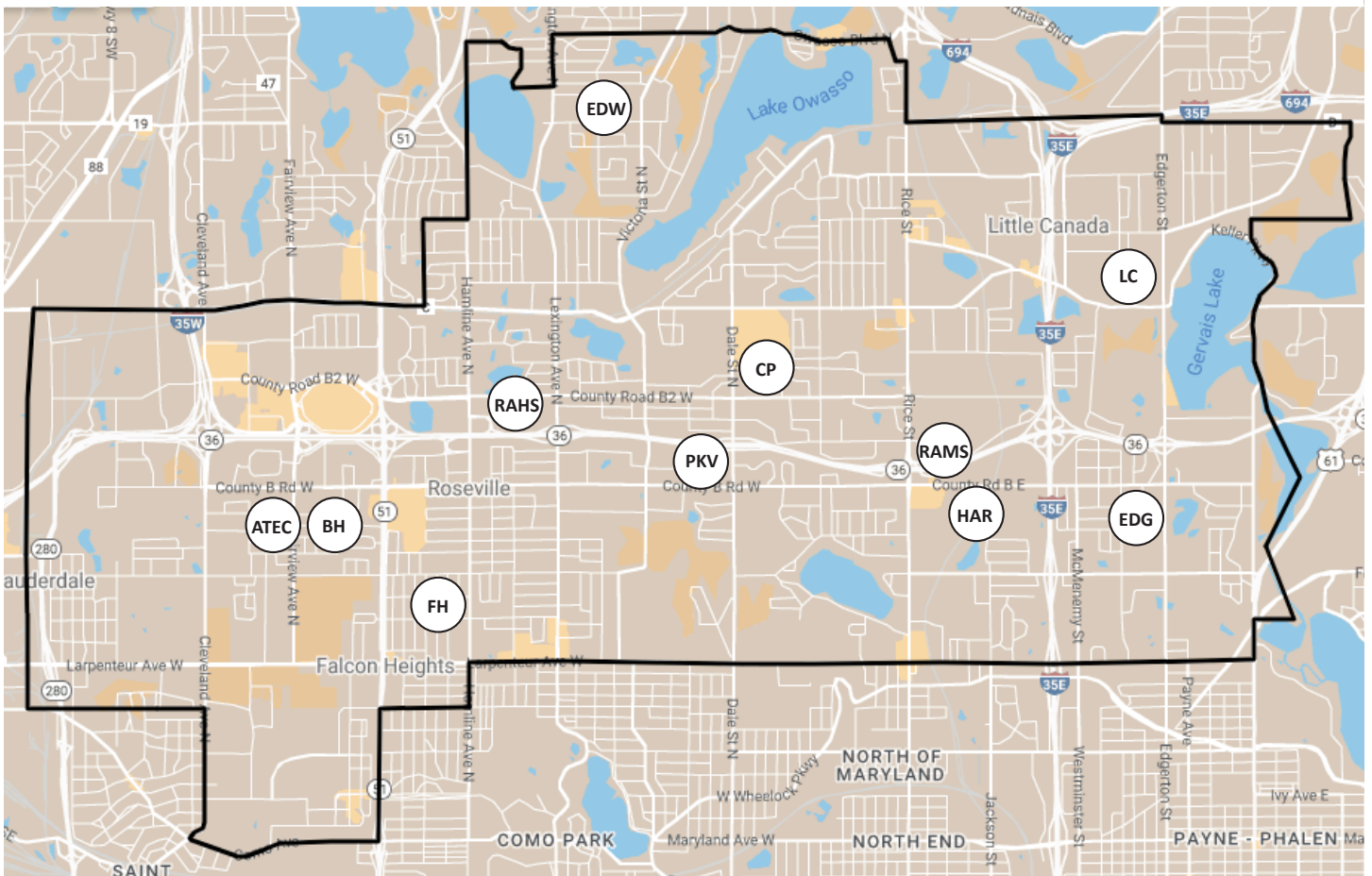
Emergency Procedures

Please take time to familiarize yourself with the building in which you are teaching. Locate the emergency exits and discern if there is a phone available in case of an emergency. For safety purposes, please carry a cell phone if possible. Should you need to evacuate the building for any reason, be sure to bring your roster with you so you have the names for all of the students in your class.

Tobacco Use

Roseville Area School buildings and grounds are smoke free. We ask that you make your class participants aware of this policy.

District Map and Location Key



SCHOOL ADDRESSES & PHONE LIST

BH - Brimhall Elementary

1744 County Road B West, Roseville
ph: 651-638-1958

CP - Central Park Elementary

535 County Road B2 West, Roseville
ph: 651-481-9951

EDG - Edgerton Elementary

1929 Edgerton St, Maplewood
ph: 651-772-2565

EDW - Emmet D. Williams Elementary

955 County Road D West, Roseville
ph: 651-482-8624

FH - Falcon Heights Elementary

1393 Garden Ave West, Falcon Heights
ph: 651-646-0021

HAR - Harambee Elementary

30 County Road B East, Maplewood
ph: 651-379-2500

LC - Little Canada Elementary

400 Eli Road, Little Canada
ph: 651-490-1353

PV - Parkview Center School

701 County Road B West, Roseville
ph: 651-487-4360

RAMS - Roseville Area Middle School

15 County Road B2 East, Little Canada
ph: 651-482-5280

RAHS - Roseville Area High School

1240 County Road B2 West, Roseville
ph: 651-635-1660

ATEC - Anpétu Téca Education Center

1910 County Road B West, Roseville
ph: 651-604-3500