



Community Education **INSTRUCTOR HANDBOOK**

Welcome, and thank you for your interest in becoming an instructor for Roseville Area Schools 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.

We strive to offer 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!





Contact Us!

Main Office: Anpétu Téča Education Center

651-604-3500
1910 County Road B West
Roseville, MN 55113

Registration

Kim Palmer
651-604-3770
kimberley.palmer@isd623.org

Senior Program & Adults with Disabilities

Kris Rossow
651-604-3537
kristine.rossow@isd623.org

Adult Enrichment

Jenni Kostecki
651-604-3507
jenni.kostecki@isd623.org

Youth Enrichment

Sarah Drake
651-604-3596
sarah.drake@isd623.org

Adult & Youth Enrichment Supervisor

Molly Flynn
651-604-3536
molly.flynn@isd623.org

Types of Enrichment Instructors

All enrichment instructors are classified into one of three categories:

- 1) Independent Contractor
- 2) District Employee
- 3) Volunteer

Independent Contractors must provide proof of business affiliation and the class they are teaching must be in line with that business. Proof of liability insurance and a 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.

District Employees are those who are currently employed with Roseville Area Schools, or have been an employee in the past three years. 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 who are providing their class as a community service and collecting no payment for service from Community Education.





Background Checks

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

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 and in line with district policies.

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.



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 District 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 number of enrollments 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, a 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 and sent to each participant via the Eleyo registration system. Results will be shared with instructors by request or if there are concerns.





Students with Disabilities

It is the goal of Community Education to provide lifelong 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. Prior to 4pm, please call the Community Education office at 651-604-3500. If it is after 4pm, please contact the program manager at 651-604-3507.

Weather Cancellations

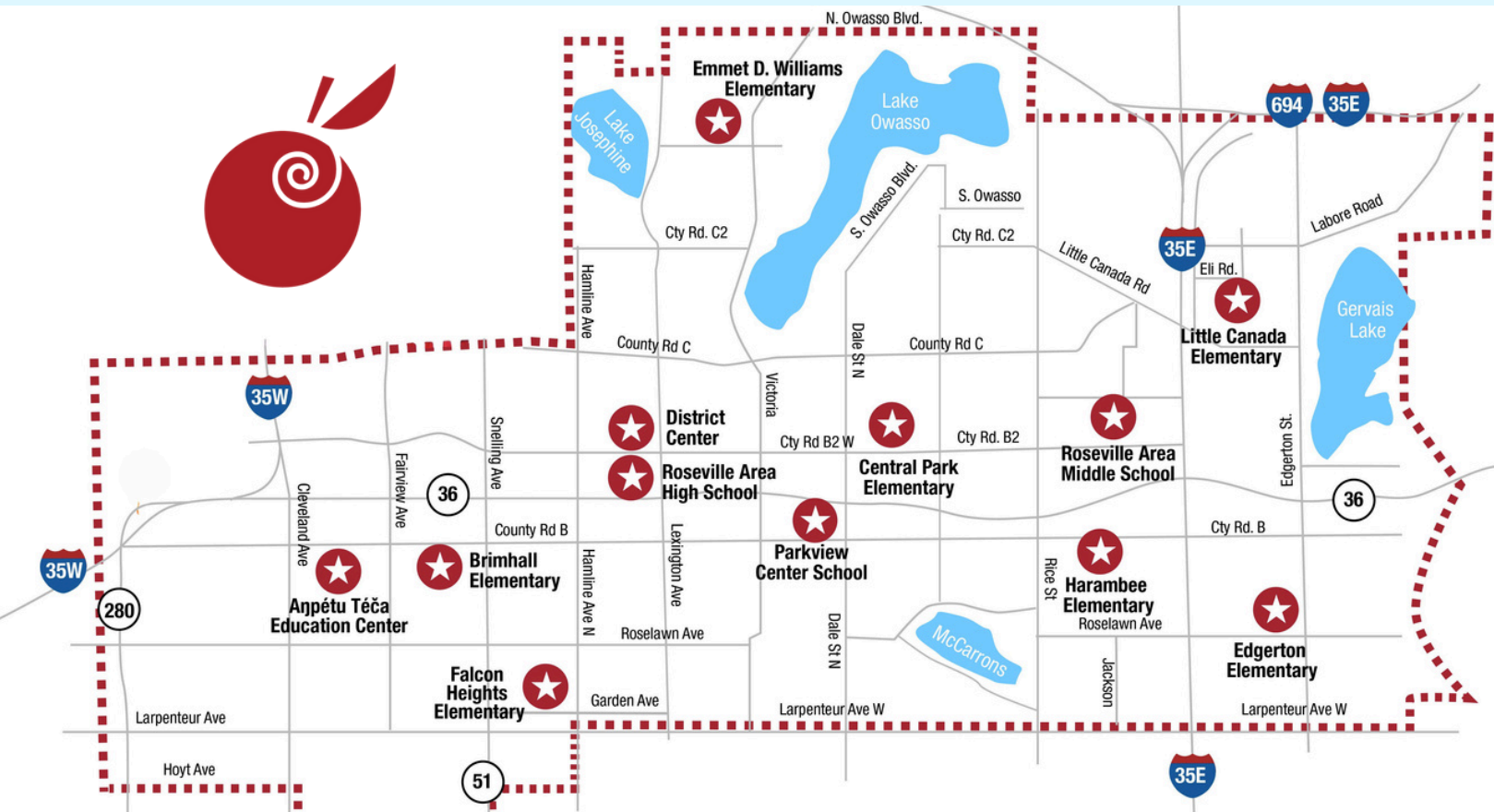
If a weather or other emergency causes us to cancel your class, we will contact you as soon as possible. Any time that school is canceled, all afterschool and evening classes are canceled and will be rescheduled. Our office is responsible for contacting class participants.

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.



Addresses & Phone Numbers

Anpétu Téča Education Center

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

Brimhall Elementary

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

Central Park Elementary

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

Edgerton Elementary

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

Emmet D. Williams Elementary

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

Falcon Heights Elementary

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

Harambee Elementary

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

Little Canada Elementary

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

Parkview Center School

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

Roseville Area Middle School

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

Roseville Area High School

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