

Bemidji Area Schools Community Education

Instructor Handbook

www.bemidjicommunityed.com

ISD31 Community Education's Mission

Bemidji Community Education strives to provide and continually improve a life-long learning program that complements and supports school district and community learning efforts.

This handbook was designed to assist you and your participants. The following information will help you navigate the system to become a successful instructor. By following the proper procedures and guidelines you will help us ensure consistent promotion of the Bemidji Area Schools Community Education philosophy. Please read the entire handbook and don't hesitate to contact our staff if you have further questions. We look forward to working with you!

It is our goal to provide you with the necessary tools to educate, engage, and inspire your participants. Our Community Education staff is always looking for new ways to serve our community and enrich the lives of our lifelong learners.

Sincerely,

Rachel Amdahl, Community Education Director

Bemidji Community Education Staff

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Instructor Responsibilities

- Your primary role as an instructor is to allow participants to develop new skills and discover new talents by building confidence, courage, and competence. Please provide quality, lifelong opportunities to all participants.
- Make the experience positive for all participants. Ensure each student walks away with a quality experience. Courses must be “stand alone learning experiences.” The curriculum must be generic and complete in nature.
- Promote understanding of different learning styles and embrace diverse perspectives.
- Create opportunities for participants to problem solve, reflect, communicate, take responsibility, self-direct, and be resourceful.
- Should a problem arise with participants, please resolve issues after class and with the program facilitator or director.
- Be sure to read all information provided to you by Community Education in a timely manner.
- Be a good ambassador for Bemidji Community Education throughout the community. *If someone has a question or concern please have them contact us directly.
- A copy of all materials and handouts must be kept on file in the Community Education Office and approved prior to the class meeting.
- Use of Community Education’s evaluation form is required. Additional evaluation or information gathering forms is not allowed without prior written approval of the facilitator.

Instructor Qualifications:

- A passion for lifelong learning.
 - Experience and/or expertise in a specific course area.
 - Commitment to community-centered learning.
 - Ability to develop and teach a class that allows students to explore and expand their knowledge.
 - Ability to create curriculum that supports the mission of Bemidji Area Schools and Community Education.
 - Passion and understanding of subject area.
 - Organizational skills.
 - Strong communication skills to share information effectively and with diverse learners.
 - Effectively lead a classroom and serve as a positive role model.
 - Promote programs and build a client base for your classes and Community Education.
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Propose a Class

1. Complete a Community Education Instructor Application form for each class you are interested in teaching or discuss it with our program facilitator. Instructor Applications can be found on our website at **www.bemidjicommunityed.com**, scroll down to Quick Links and select Teach a Class and click Instructor Application on the left. Either print a hard copy and send to the program facilitator or complete the online form.
1. Not every class proposed is selected; class offerings are determined by Community Education. If your application is accepted, you will be required to attend a class planning meeting with the program facilitator.
1. In addition, a background check through ISD #31 is required at the district office (502 Minnesota Ave NW, Bemidji located downtown) You will need to provide a driver's license number, social security number, and residence addresses for the past 7 years. If you have questions, contact Human Resources at 218-333-3100 ext 31112.
1. To complete payroll documents, you will need to bring the following to the district office: Driver's License and Social Security Card OR Driver's License and Birth Certificate OR Passport. You will need to provide your banking information for direct deposit, also. If you have any questions contact Payroll at 218-333-3100 ext. 31124.
1. If you need assistance, or have any questions regarding the application process, please contact our Community Education office at 333-3284 X 1.
1. Community Education will determine final class fees. Class fees may include your salary, material fees, and CE operating costs. We strive to keep our class fees as low as possible. Class fees vary by class (type of service, amount of hours, etc.).
1. Our instructors are both volunteer and paid positions. We generally compensate via a percentage of class fees, or flat fee.

Information & Purchase of Class Supplies:

- Community Education is a community service- not a way to simply advertise your business. We reserve the right to reject or modify any classes that do not fit our guidelines.
 - Instructors will not sell or promote products during class without prior written approval of the facilitator, i.e. recommend a certain type of exercise equipment. Instructors may not sell specific products, i.e. Creative Memories, Mary Kay, Tastefully Simple, Essential Oils, etc.
 - No solicitation through follow-up meetings, mailings, or telephone contacts may be initiated by the instructor during or after a class. Any after class contact or discount offers for future visits must be student initiated.
 - Instructors will make no specific financial investment recommendations.
- Information or items handed out in class must be approved with Community Education prior to class.
 - Instructors may only offer business cards or other promotional materials on a side or back table for students to take at the end of class.
- Purchasing of supplies must be discussed with the program facilitator and agreed upon. Together, you will determine who is responsible for purchasing of supplies, and how they will be paid for.

General Information Regarding Class Proposals:

Equipment Needs:

- Instructors must request equipment in advance through Community Education.
- The program coordinator will ensure your equipment requests (if available) are ready for you.
- Instructors will be responsible for proper use and care of equipment.

Marketing

- Confirmations of class details must be read and proofed by the instructor. These materials will be sent to you by the program facilitator. *If you don't respond to the confirmation we will assume it is accurate and move forward with marketing.* Please read all materials carefully. If you notice any discrepancies, please contact your program facilitator immediately. Once your class appears in our marketing materials, we must adhere to all advertised class details.

- All marketing of your class is the responsibility of Community Education

- Classes are to be educational and not promote any specific business.

- Instructors will make no effort to gather participant addresses, phone numbers, or other personal information in class

- Special promotions or referrals should be discussed with the program facilitator in advance.

Recommended Instructor Role in Marketing:

Each instructor can do the following to help in the promotion of their class and other classes offered by Community Education.

- Like us on Facebook and Instagram and share.

- Let us make a video with you to promote your class; if interested, discuss the possibility with the program facilitator.

- Complete an instructor bio information sheet, and we'll share your story on our social media pages and catalog (pending room).

- Flyers and promotional material that Community Education creates may be requested and distributed. Personal flyers must be approved by the program facilitator and have the Community Education logo on it.

By providing participants with the above information, you are not only supporting your future courses, but you are also providing a service to the participants and other instructors.

Instructor Bio

If you have provided this information previously, you do not need to do it again. However, if you have new or additional information to share, please submit a second bio. Please note, any information you share may appear in our catalog, website, or social media pages. This is for promotional purposes only.

1. What classes do you teach for Bemidji Community Education?
2. Describe your background and experience.
3. What level of experience is needed for your class(es), if applicable?
4. How do you educate, inspire or empower your class participants?
5. What are the benefits of enrolling in one of your classes?
6. What advice do you have for a person who is considering taking your class?

Is my class a go?

- Registration is taken up to 2-3 business days, in most cases, prior to the start of your class.
- Enrollment is reviewed up to 3 days prior to the start date. At that time, the Community Education program facilitator will determine whether the class has met the minimum enrollment to run.
- All our classes are self supporting. Community Education program facilitators set the minimum enrollment for each class and reserves the right to hold a class that is small and that may not meet your desired minimum; canceled classes hurt the entire program, both today and future growth.
- If a class needs to be canceled due to low enrollment, the program facilitator you have been working with will contact you.
- If a class is a “go” the class roster and supplies (if applicable) will be delivered to you by the program facilitator via email or in person. Class rosters are delivered approximately 1-3 days prior to class.
 - An email reminder is sent to all participants registered for a class 24 hrs prior

- Community Education program facilitators will coordinate space schedules with district custodial staff.
- Rooms will be opened for instructors by the building custodian.
- Program facilitators will ensure all necessary technology is available for your class. Please be sure to include your technology needs on your instructor application.
- Program facilitators will provide directions to participants, post signs, and public relations.
- If you need the program facilitator's assistance on the first night, please provide this request on your instructor application.

Community Education and District Staff:

- Community Education will follow through on all participant complaints.
- Community Education staff may make unannounced audits of class.

Instructor Expectations:

1. Arrive at least 15 minutes prior to your scheduled starting time and be prepared for your students to arrive. Accommodations can be made if you need more than 15 minutes.
2. Check in with the program facilitator, if applicable.
3. Greet and welcome all your participants.
4. Take attendance immediately.
 - If class is more than one session, keep attendance information for use during all sessions, but notify the CE Office of any changes.
 - Do not contact participants directly, please notify the program facilitator for further communications.

All class registration and fees must be handled through the Community Education office.

Walk-in registrations - All registrations need to be completed in the Community Education Office. Walk-in's and door payments are not allowed, unless otherwise noted.

If a participant claims to have registered, and they do not appear on the class roster:

- Allow them to remain in class if supplies allow for additional participants.
 - Please record the name, day phone number, and address of the individual and provide it to the program facilitator following your class.
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CONFIDENTIALITY

Any and all participants, staff member, or family information is considered confidential and given out on a need-to-know basis. This includes all personal information, as well as, addresses, phone numbers, emails, etc. Participants should not be interviewed or contacted by outside entities without prior approval.

PHOTOS/VIDEOS

No photos can be taken by an instructor for personal or program use. All photos must be taken by a designated Community Education employee.

Community Education may video record or take photos during class for promotional reasons.

Instructor/Participant Safety Disclaimer:

There is an inherent risk of illness, accident, or injury in any activity. It is the responsibility of each participant to be aware there are assumed risks involved in participation. ISD31 Bemidji Area Schools and Bemidji Community Education assumes no responsibility for illness or injuries received during activities. Any changes in the participants' current health or activity levels should be done under the approval and direction of their physician/health care provider.

Please note, that it is the responsibility of the instructor to inform the program facilitator of any accidents or injuries sustained during a class and/or event regarding a participant and/or instructor. A district accident/injury report must be completed and on file with the school district within 24 hours. The accident/injury report must be completed by the instructor and/or participant. The program facilitator will provide complete details to the instructor and/or participant upon notification.

SCHEDULE

- Classes must start and end on time for customer satisfaction, as well as, facility scheduling.
- Any changes to the regularly scheduled class time must be communicated and approved by the program facilitator.
- The program facilitator will make any necessary communications with participants and the district facilities scheduler regarding schedule changes.

Changes in schedules:

Community Education understands that our instructors have busy lifestyles and schedules. In the event you need to reschedule class, you must make prior arrangements with the program facilitator. Please give a minimum of 48 hours advance notice of a change. If you become ill or have a personal emergency on the day of class, please contact the Community Education Office as soon as possible, 333-3284 ext. 1. We like to notify participants of cancellations by 12:00pm at the latest.

Inclement Weather Class Cancellations:

Community Education typically follows suit if the school district, If school closes or after school activities are cancelled, ours will be as well. We will call you when this occurs. We notify our participants of cancellations by broadcasting over local radio stations, announcements on our website and Facebook page, email, and on our weather related cancellations line. A class makeup date will be requested.

Facility Use Info and Policies:

- Each school has letters or numbers identifying the outside entrances. Assigned entrances for classes are publicized in advance; many times this is the only unlocked entrance.

Changes in class location /room changes: The room reserved for you is the room you are to use. If you arrive to teach and the room is unsafe or unusable, you have the permission to request a change with the building's custodian.

- If there was a problem with the facility, please let us know.
- Please be considerate of the school day staff and students. Their materials and projects are important to them. Be sure to return the room to the condition in which you found it.
- Classrooms will be opened approximately 15 minutes before your start time, unless you requested an earlier time.

Facility Supervision: It is the instructor's responsibility that all participants must remain in your class and not roam in the facility. Only enrolled participants are allowed in your classroom. Participants are not to bring children or guests, or allow them to roam the building while they are in class.

- No food or drink is allowed on carpeted areas or where posted.

- Only use empty space on whiteboards. Do not erase anything written on them. When finished erase and clean the area of the board you used.
- Provide your own supplies; do NOT use the teachers' markers, pens, chalk, paper, etc. You may request these supplies on your application. The teacher's desk is district property and considered "off limits" due to data privacy.
- Computers in the room are also considered "off limits," unless you requested the use on your application.
- Equipment requests must be on your application; this includes computers, TV, DVD players, laptops, smart boards, projectors, etc.
- If you rearrange furniture in the room, be sure to return to the state you found it. After each activity, turn off AV equipment, clean up if necessary, place all garbage in wastebaskets, shut off lights, and close doors.
- Do not move items around in the room such as books, computers, etc.
- You must report any damage you or the participants caused to the program facilitator immediately. Please leave a note explaining the issue for the classroom teacher. After being notified, Community Education will work to replace or fix any damage as soon as possible. In the event of a major spill, or mess, please find a custodian.

District Technology

Access to School District computers and technology varies by site. It's important you request access prior to class so your facilitator is able to arrange for the appropriate technology with the technology coordinator. Please note, use request must be provided to the appropriate program facilitator, or it will not be available.

*Please ask your program facilitator what the Wi-Fi username and password is.

Spectators/Volunteers

Spectators and volunteers are not allowed unless previously arranged with the program facilitator. Do not allow a parent, older student, child, or other person to remain in your classroom to assist or quietly wait, unless it's been previously approved by the program facilitator. Please feel empowered to speak with parents, siblings, or spectators.

It is the responsibility of the program facilitator to communicate with you any approved spectators or volunteers in your classroom.

Childcare: Just as class/activity participants are not allowed to bring children and guests to class, instructors must arrange for childcare outside of class. Children are not to be in class, or left alone unsupervised in the building.

District Policy

Independent School District #31 prohibits discrimination, harassment and violence on the basis of sex, race, religion, age, disability, sexual preference, marital status or public assistance status.

American with Disabilities Act: Serving Students with Special Needs

Bemidji Community Education is required to reasonably accommodate all District 31 participants. All efforts will be made to make reasonable accommodations; however at times, it is not reasonable to serve the needs of a student in a specific program. Community Education will determine if a participant can be accommodated.

Tobacco and Alcohol

ISD31 Bemidji Area Schools has a no-tolerance policy. These items are not allowed in the buildings, in the parking lots, or on school grounds.

Mandated Reporting and Emergencies

- Any employee or agent of the district who knows or has reason to believe a child is being neglected or physically/sexually abused (or has been within the preceding 3 years), will immediately report the information to the local welfare agency, police department, or the county sheriff.

- Reporting is completed by the employee/agent with continued consultation and support provided by Community Education to ensure completeness and the privacy of the process.

- An oral report is to be made immediately within 24 hours, by phone or otherwise to the appropriate authorities (police/sheriff office phone numbers listed on this page).

- A written report is to be completed within 72 hours by the reporting person. This form is available through the school district. Reporting information is confidential; do not inform parents/guardians of the report.

Report any emergencies, accidents, or classroom damages to Community Education.

- In case of emergency, dial 911

- For non-emergency police calls, contact:

- 218-751-9111 Bemidji City Police Department

BE PREPARED: In case of emergency, participants will look to you for direction. Before class be sure to check the location exits, telephones, and building maps inside each classroom that indicate your exit and tornado safety areas.

911: If a life-threatening emergency arises, contact 911 immediately. (If you are using a district classroom phone, dial 7 to get an outside line). Stay with your class and send another adult (or two youth students) if appropriate to inform the custodian or watch for the First Responders. Be sure to give your classroom # that is listed in the window and on the door.

- Complete the accident report form and return it to the Community Education Office.

- Report any inappropriate behavior by class participants, custodians, district employees, or visitors.

- Fire: In case of fire, immediately stop what you are doing and walk out of the building with your entire class. You should take attendance once outside. To report a fire, call 911, if you are using a district telephone, call 9-7-911.

Independent Contractors—Getting Paid

Community experts, vendors, and most non district employees are considered independent contractors and paid on contracts for services pending the program requirements and design.

- If you are not being paid on a timesheet, you are considered an independent contractor.
- Payment amount is pre-determined by the program facilitator. This rate is determined at the time of class confirmation.
- ISD31 will conduct a background check on all independent contractors that work directly with our participants. Even if you have cleared a background check for the company you are working for, Community Education must conduct a background check. You will not be able to start until the process is completed. Community Ed will cover the cost of the background check.
- All independent contractors must submit an invoice no later than 5 business days after the conclusion of their last class. No reminders will be sent.

- The program facilitator will fill out an Accounts Payable form to submit to the District Office.
- Upon completion of the invoice, you may email it or drop it off with the program facilitator. Reminder, it must reach the program facilitator within 5 business days, upon completion of your class.
- A W-9 must be on file with ISD31 Bemidji Area School District, the W-9 form is universal, and you only need to complete this form once. Your W-9 will remain on file with the school district therefore you will not have to repeat this process for future classes.
- ISD31 requires school board approval for all district payments, including Community Education instructors. By law, school districts have up to 35 days to pay invoices, and payment will not be processed until board approval has been finalized. The district holds school board meetings on the third Monday of the month. Please note, it may take about a month before a check arrives in the mail or is directly deposited.

District Employee - Getting Paid

All instructors hired by Community Education Adult Enrichment and teaching on ISD #1 property are considered district employees.

- Rate of pay is determined by your agreement with the program facilitator and Director of Community Ed.
- To be paid, district employees will complete compensation forms with rate/date and time of session held
- Payroll is issued according to the appropriate pay schedule. The 15th and 30th (or last day) of each month.

Federal law requires all employee hours worked be submitted within 30 days of hours worked.

- Submit all forms to Community Ed Facilitator after class is completed to be paid.
- All pay will be run alongside your regular payroll. Be sure to check your pay stubs to ensure payment was processed.

Signature Agreement

I have read the handbook and expectations and will comply fully with its stipulation.

Print Name _____ Date _____