



Community Education
410 Central Avenue North, Suite 300 - New Prague, MN 56071
phone: 952-758-1734; fax: 952-758-1739
www.npaschools.org

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Important Information for Instructors

As an instructor in the New Prague Area Community Education Program you are either an independent contractor (you have a business name and EIN) or an employee. Either way, you are responsible for developing the content of the courses you teach. You, as the instructor, draft the course description, provide the supplies needed by students (or let us know what needs to be ordered), determine how the course is to be taught, decide how many class sessions there will be and decide when the course is to be held, subject to availability of space and overall program considerations. We, at Community Education, publish a course catalog, help with additional advertising as needed, answer customer questions, make rooms available and accept registrations and fees. We pay you a fee based on the length of the course, registered participants on the roster and/or other factors.

District Employees

The compensation you receive from any Community Education courses taught by you will be added to your regular paycheck and applicable taxes will be deducted. Your rate of pay will be negotiated when the class is being set up.

Timeline and Procedures

1. The Community Education catalog is published three times a year – Fall, Winter/Spring and Summer.
2. The instructor fills out and submits a Program Planning Form available from the Community Education staff or on the website. (See location described below.) Be as complete as possible.
3. Other documents required:
 - a. Signed Letter of Understanding
 - b. 1099 if Independent Contractor
4. All instructors (youth and adult) must pass a background check.
5. The Program Coordinator reviews the class and determines whether it will be offered. If approved, the instructor will be contacted and details will be arranged.
6. Instructors will be given the ability to view their class lists online and are asked to promote classes as much as possible.

All forms available at

<http://www.npaschools.org/community-education/teach-community-education-class>

7. One week prior to the scheduled first meeting of your class/course:
 - a. If there is sufficient enrollment, class roster will be provided for you the day or evening of class.
 - b. If there is low enrollment, we will cancel the class/course and notify you and anyone enrolled.
 - c. If enrollment is borderline, you may request that we wait a few more days until making a decision.
8. Attendance sheets will be mailed or emailed to Community Education at the completion of the class, instructor payments will be made once received.
9. You will be paid according to the schedule on the Program Planning Form. Checks will be mailed after the class/course is finished and all paperwork has been completed.

Business Solicitation

Class lists are not to be used for business solicitation of any kind.

Illness or Emergencies

You are responsible for notifying us in a timely manner if class needs to be cancelled or rescheduled. We will notify students of any schedule changes.

Supplies

Adult Classes: You provide supplies for your course. Students may pay you directly or a supply fee can be added to the registration fee. This must be determined in advance with Community Education.

Youth Classes: Supplies are included in the fee.

If you have any questions feel free to call Sherry Eggum, Adult Program Coordinator, at (952)758-1732, Dara Schrock, Youth Program Coordinator, at (952)758-1735 or Janelle Kirsch, Community Education Director, at (952)758-1733.

