

ISD 279 – Osseo Area Schools Community Education Instructor Application and Course Proposal

Thank you for your interest in teaching a class or camp through Osseo Area Schools Community Education - Youth Enrichment. We are committed to enhancing the community and inspiring people to excel through powerful, inspirational, insightful and affordable seminars, workshops and activities.

Youth Enrichment goals:

- Students gain the skills and receive encouragement to continue pursuing subjects on their own after a class
- Low cost, affordable class fees that expand accessibility while covering all class expenses
- High quality instruction taught by instructors who are experts in their field
- Provide opportunities that meet the current needs of the community
- Convenient class locations offering access to community buildings
- Accuracy and integrity with all communications and interactions

The role of an instructor is extremely important. The best instructors are those who have a love of their subject and a desire to share it while creating a classroom atmosphere that is warm and welcoming. Community Education is not a vehicle for advertisement, promotion or solicitation of future business. Please keep this in mind as you complete the following forms.

NEW instructors wishing to teach a class or camp:

1. Complete and return the New Instructor Information form
2. Complete and return the Course Proposal form

RETURNING instructors wishing to teach a class or camp:

1. Complete and return the Course Proposal form

2016-17 Class Schedule & Course Proposal Deadlines

Winter 2017: January 19-March 18-----Proposals due: October 7, 2016
AND Spring 2017: March 28-June 3
Summer 2017: June 20-August 12-----Proposals due: December 4, 2017
no camps the week of July 4

Submit the attached form to:

Sarah Heyer, Program Manager
ISD 279 Community Education - Youth Enrichment
11200 93rd Ave N
Maple Grove, MN 55369

We are in a continuous process of planning classes for the upcoming season. In order to be considered, all paperwork must be returned promptly. After receiving your proposal, we will review your class. You will receive a confirmation once your class is confirmed and entered online.

Sincerely,
Sarah Heyer
Youth Enrichment Program Manager, ISD 279 Community Education
763-391-7122
heyers@district279.org

Instructor Application – completed by NEW instructors

Name: _____
Address: _____
City: _____ MN Zip: _____
Cell Phone: _____
Day Phone: _____
Evening Phone: _____
Email address: _____

Please summarize your professional and educational career.

Education

Professional Career

List any teaching experiences (only most recent three – include school district).

What other experiences or knowledge qualify you to teach this course?

List three references who can attest to your teaching ability, knowledge of subject and/or character.

Name	Address	Phone	Relationship
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Youth Enrichment Course Proposal Form

Name: _____ Main Contact Phone: _____
 Company Name: _____ Email: _____
 Address: _____ SSN # / Fed Tax ID: _____
 City/State/Zip: _____
 Are you currently employed by District 279? Yes No
 If yes: Employee # _____

Class Title: _____

Description: *This paragraph will be used for the catalog, flyers and online description. Please include all materials students need to bring to class, or anything they need to be aware of.*

Preferred Location	Preferred Day (ex. Tuesday)	Dates & # of Sessions	Skip Dates	Class Duration (times determined by site)	Min & Max	Grade Level	Cost per Student
		Dates: # of Sessions:			Min: Max:		
		Dates: # of Sessions:			Min: Max:		
		Dates: # of Sessions:			Min: Max:		
		Dates: # of Sessions:			Min: Max:		

Special equipment needed for classroom:

- | | |
|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> TV | <input type="checkbox"/> Sink & Water |
| <input type="checkbox"/> DVD / VCR | <input type="checkbox"/> Tables & Chairs |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Chalk Board / Chalk |
| <input type="checkbox"/> CD Player | <input type="checkbox"/> White Board / Markers |
| <input type="checkbox"/> Other: | |

<i>For Office Use Only:</i>	
Course # _____ - _____ - 00 - _____ - _____	Permit # _____
Timecard Rate: _____	[Class Hours _____ + Prep Hours _____ = Total Hours Paid _____]
BA9 Contracted Fee: _____ / student	Class Fee: _____