

Boise School District Community Education

8169 W. Victory Road, Boise, ID 83709
Telephone: 208-854-4047 Fax: 208-854-4014
CommunityEd@boiseschools.org

VOLUNTEER INSTRUCTOR APPLICATION

Read the Volunteer Instructor Agreement (pp. 2-3) before completing this form.

Name: (print)

Address:

Last First MI Street City State Zip Code

Home Phone: **Work Phone:** **Cell Phone:**

E-mail: **Fax:**

Are you a Boise School District employee? Yes No If yes, list date of employment:

Have you instructed Community Education classes before? Yes No

Dates of last class taught: Subject(s) taught:

Subjects you are interested in
teaching:

Please provide a short biographical sketch (to be posted on our website) describing your qualifications to teach. Please include a brief history of yourself, including education, family, and work. Students like to know who is teaching their class! You may include a reference to your website; data will be published online only.

I verify that I have read and understand the Boise School District Community Education Program Volunteer Instructor Agreement and have designed my class to meet the established criteria.

VOLUNTEER INSTRUCTOR AGREEMENT

Class Scheduling Process

1. Instructors must complete an Instructor Application and a Class Proposal; instructors teaching classes to youth (age 17 and under) must submit fingerprints for an FBI criminal history check. 2. Class dates, times, and locations are determined by the Community Ed staff based on information provided on the Class Proposal. **Once scheduled, the class date, time and location may not be changed or modified without prior written authorization from the Community Education staff.** 3. Community Education classes are generally conducted on Boise School District properties. **Classes shall not meet outside Boise School District property without prior written approval by the Community Education Staff.** Please contact the Program Coordinator at the Boise School District Community Education office (854.4044) for written authorization to offer additional educational opportunities beyond your scheduled Community Education class.

Instructor Responsibilities

1. Instructors are responsible for providing class content sufficient to fill the time allotted; class must be taught for the full length of the time specified.
2. **Instructors will take roll at each class.** Please have students who are **not** on the attendance roster, register at the Site Facilitator table, and ensure students write their full name and contact info on the roster.
3. **An instructor will present educational information during scheduled Community Education class times. Instructor business information may be distributed only after scheduled class time ends.** 4. **Instructors are not to receive or accept any money while on Boise School District property.** 5. Instructors may not use any student information, including but not limited to, name, telephone number, address, e-mail or any other information for any reason including personal business or financial gain. Instructor shall not attempt to contact students outside of the Community Ed class unless explicitly asked by a student to do so.
6. Instructor contact information will not be provided to students without prior written permission from the instructor.

Class Requirements

1. **Classes must begin and end promptly as scheduled.** Instructors may enter the building at 5:45 p.m. and must be out of the building by 8:45 p.m. Our site facilitators cannot wait for instructors running long. 2. Children (17 and under) may not accompany instructors or participants to class unless they are registered for the class.
3. If an instructor becomes ill or has an emergency, the instructor will notify the Community Education office at 854.4047 or 854.4044. (After business hours – after 4:30 pm - **for emergency purposes only call Program Coordinator, Sheri Johnson at 208-841-5999**)
4. Classes will not meet on school holidays or any other time that schools are not in session (In-service days, spring break, etc.). Classes may be canceled due to inclement weather. Listen to local radio or television stations for information on school closures, log on to www.boiseschools.org or call the Community Education office.
5. A Community Education Site Facilitator will be present from 5:45 p.m. to 9:00 p.m. at District locations where Community Education classes are conducted. The Site Facilitator will provide assistance with issues or concerns that arise.
6. **Instructors and participants are NOT to use equipment (computers, projectors, etc.) or erase boards in classrooms without prior approval from Site Facilitator.**

7. All Boise School District Board policies and procedures and individual building rules must be followed while on District property.

Material Fees

1. Instructors will submit a list of material fees on their Class Proposal form. This should include any and all out-of-pocket expenses (food prep, product samples, and art supplies). Instructors who would like to provide hand-outs or other printed materials should include these costs on the Class Proposal form as a materials fee. Community Education staff is happy to make copies of handouts with one week's advance notice.
2. Material fees will be collected from students with registrations by the Community Education office. The fees for out-of-pocket expenses will be reimbursed to the instructor after the last session of class.
3. Instructor material fee reimbursements are based on class enrollment.

Before a class or classes are scheduled, the instructor must sign and return the first page of this form to confirm that they have read, understand and accept all of the terms of this agreement.

Your signature on the first page of this application indicates you have read, understand, and agree to these policies. Please retain page 2 and 3 for your reference and return page one to the Community Education office. An instructor may lose the privilege of teaching a Community Education class if any of the above procedures are violated.

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