



YOUR STUDIO Instructor Contract

Thank you for choosing to teach at **YOUR STUDIO**. It is my hope that **YOUR STUDIO** will provide a teaching home that will continue to inspire you to share your knowledge with students for many years. Below are the policies that all of our instructors must follow and some basic operating information.

First and foremost, treat your commitment to **YOUR STUDIO like a job.** While this is a fun job that we do because we love it, it IS A JOB. Parents work hard to pay us and provide their children with the lessons that we offer. We must honor that. You receive very fair compensation and will be expected to treat your position and commitment as such. It is the nature of jobs to not be convenient and not to revolve around the rest of your life or the schedules of your family members. It is expected that your scheduled classes, staff meetings, open houses, recitals, rehearsals and any other scheduled studio events will be given priority. Class schedules will not be changed to suit your schedule. Please plan vacations and family time around when the studio is in session. We will have at least 9 weeks that the studio is not in regular sessions. You will be allowed a maximum of **4** days of absence from your classes per school year for personal reasons other than serious illness or the death of an immediate family member. It will be your responsibility to find substitutes for your classes regardless of the reason that you are not teaching. Absence from parent observation week classes, first week of semester classes, open houses, rehearsals and recitals and performances that your classes are involved in will not be permitted and will result in termination of your contract. Please mark your calendar with the dates provided and plan accordingly.

Represent **YOUR STUDIO.** As an instructor at **YOUR STUDIO**, you are representative of **YOUR STUDIO** while on and off the clock.

At the studio, any complaining or outward negativity about anything having to do with **YOUR STUDIO's** actions, policies, staff, students, families or any other aspect related to **YOUR STUDIO** is strictly prohibited while on the premises of **YOUR STUDIO** or with any **YOUR STUDIO** staff, parents, or students. Any grievances should be taken up with **YOUR DIRECTOR** directly by scheduling a meeting outside of studio time. Failure to adhere to this policy will result in termination.

On social media, being rude, hateful to any person or group of people, using foul language or discussing inappropriate matters including sex, drugs, drinking or anything else that **YOUR DIRECTOR** deems a poor representation of **YOUR STUDIO** on any social media platform or site will result in termination of your contract.

Know, teach, and work in accordance with our mission, vision and words:

Our mission is to maintain a nurturing environment in which to empower students by providing excellent technical training, the encouragement of artistic development and personal growth, and the confidence building experience of performance.

Our vision is to create leaders.

Our words are honest, uplifting and clear.

Compensation- Instructors are subcontractors. Each instructor must complete a W-9 tax form at the time of hire and will receive a 1099 tax form in January of each year.

- Payment will be on the 5th of each month for all work performed the month prior.
- Instruction hours will be recorded by you on a time sheet which must be completed and signed at the end of each month or payment may be delayed. **Your current rate of pay per hour of teaching as of **START DATE** is \$ **AMOUNT**.**
- Meetings, open houses, and free trial private lessons are not paid time. These are your investment in your **YOUR STUDIO**.

Classes and Teaching- Arrive a minimum of 15 minutes before your classes. (This is not paid time.) Be prepared and professional. Be groomed neatly, dressed appropriately, and represent **YOUR STUDIO** in a positive light at all times.

- In the event that you will not be available to teach your scheduled class(es), **FOR ANY REASON** it is your responsibility to find a substitute instructor. Notify **YOUR DIRECTOR** of the arrangements made. As noted above, you will be allowed 4 days of



absence from your classes per school year for personal reasons other than serious illness or the death of an immediate family member.

- Each situation will be evaluated individually; however, as a general guideline, each class should maintain the enrollment of at least 5 students in order to remain on the schedule. This number is subject to change. There is NO minimum for an individual class. Even if you only have one student show, please offer them the opportunity to have class.
- Take attendance in every class.
- Make sure that young children are matched up to parents/ guardian when dismissing class.
- All classes and levels will be taught according to the **YOUR STUDIO** syllabus.
- All instructors must uphold and enforce dress codes, policies and etiquette protocols set forth in the **YOUR STUDIO** Family Handbook.
- Progress reports for students must be filled out and handed out at the end of each season. The exact date will be determined. These must be prepared and passed out on time.

Recitals- Instructors are required to prepare and teach recital choreography and attend dress rehearsals and recitals for all recital performance classes. You will be compensated for dress rehearsal time and performance time at your hourly rate.

- All choreography performed in **YOUR STUDIO** recitals, events or classes will be the property of **YOUR STUDIO**.
- All deadlines set forth for recital related materials and actions must be adhered to strictly.

Communication and Materials- You are expected to respond to all texts, emails and phone calls pertaining to **YOUR STUDIO** from **YOUR DIRECTOR** or any other staff member in a timely fashion. Staff meetings are mandatory and non-negotiable.

- You are expected to read all **YOUR STUDIO** newsletters, handbooks, policies, email updates and any other studio communication.
- Any teaching materials borrowed from **YOUR STUDIO** including but not limited to CDs, Videos, or printed materials must be signed out and must be returned before final payment will be made to you should your contract be terminated by either party.

Non-Compete- While this contract is in effect, and for 1 year after the date termination of this contract I, _____, agree that I will not teach any of the disciplines or classes offered at **YOUR STUDIO** at any other location within a 20-mile radius of **YOUR STUDIO** without a written amendment of this agreement prepared by **YOUR DIRECTOR**.

Termination- A minimum of 30 days written notice, during which time you will be required to continue to fulfill your usual work obligations at **YOUR STUDIO**, is required for the termination of this contract unless otherwise agreed upon by **YOUR DIRECTOR**.

This agreement is effective beginning **DATE** and is valid until otherwise amended or updated by **YOUR DIRECTOR** or terminated by either party.

I _____, have read and agree to the above terms.

Instructor Signature _____ Date _____