

Dear Interested Private Lesson Connection Instructors,

Thank you for your interest in teaching for the Private Lesson Connection program. Once you have been selected to provide lessons for the Private Lesson Connection program, follow the appropriate steps below.

AAPS teachers

AAPS teachers interested in providing lessons through the Private Lesson Connection program can contact any of the program coordinators ([Abby Alwin](#), [Eddie Hasspacher](#), [Rhonda Goodman](#), [Kim Coulson-Mobley](#)) to let them know of your interest, availability and instruments that you would like to teach. Rhonda Goodman will facilitate the necessary paperwork and let Private Lesson Connection facilitators and tutors know when it is complete. At that point teachers can begin teaching lessons.

ESS hiring process (for non AAPS employees)

This is an AAPS assignment, in which you will be employed by ESS/willSub not a school district employee.

You will begin the process by submitting an application with ESS/willSub. Please review [the attached document](#) containing the instructions for the application process. For questions regarding the application, please contact

Terri Schrauben, Regional Manager - Michigan
877.855.7264 ext. 7338 | tschrauben@ess.com

You will need to be fingerprinted which is a cost of \$69 to process. The [WISD website](#) has instructions for scheduling an appointment. Here are additional links that you will need to complete this process: [Live Scan Form](#). If you have valid prints from another school district that you would like forwarded to the AAPS, you can use this [Fingerprint Release Form](#).

Please be aware that you will need to watch and complete several training videos as part of the hiring process.

Tracking Lessons:

In order to get paid, all teachers will need to fill out the [Private Lesson Connection Music Lesson Tracking](#) form for each lesson taught. Note: AAPS teachers will submit hours via our electronic timekeeping system "Timeclock Plus" (TCP). Instructions on how to enter hours will be sent to teachers at a later time.