



### STEPS TO BECOMING AN INSTRUCTOR

Thank you for your interest in becoming an instructor for Continuing Education.

Questions you might ask while completing our forms:

#### 1. Am I a potential Continuing Education instructor?

Potential instructors, in general, should have four years of education, experience, or a combination of education and experience in their subject area. Experience teaching adults preferred.

#### 2. How do I get approved to teach a class?

Fill out the [Continuing Education Instructor form](#) online. Your information will be reviewed by one of our Program Managers. They will use their knowledge and judgment to determine if you and your proposed class are a good fit with the goals of the College and the Continuing Education Department. If so, you will be contacted by a Program Manager. The application process consists of an application form, course outline, letters of reference, payroll forms and an interview.

We have many people applying to teach classes through Continuing Education. We strive to choose the best person for the course and program. At times, we may choose not to offer a class because of outside influences.

#### 3. CPR & First Aid Requirement

If you are applying to teach a class

- In movement and/ or physical activity
- Where potentially dangerous equipment or animals are involved
- That has a field trip, which takes them away from landline phones

You are required to have a current CPR/ First Aid card and are expected to keep it current. We provide classes to certify you.

#### 4. How will my class be scheduled?

Courses are scheduled according to the Program Manager's assessment of community needs and interests. Program Managers frequently rotate instructors for a different approach on a subject and some courses are taught only during a specific term in the year. The scheduling of courses is a Program Manager's responsibility and we contract with an instructor for one term at a time without any implied future commitment.

#### 5. Attending a Teaching Adults Workshop

Continuing Education requires all our new instructors to attend our workshop on teaching adults. It is an opportunity to meet other instructors, gain tips for developing your class and learn more about the broad scope of Continuing Education. Upon signing an instructor agreement, the Program Manager will register you into an upcoming Teaching Adults Workshop.