



## COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

### Information for Prospective Instructors

Thank you for your interest in teaching a Community Education class/workshop at MiraCosta College! Please review the following information before submitting your proposal packet to be certain that you have done everything you can to increase the possibility that your proposal(s) will be selected. If you are unsure about whether we have a need for the class you are proposing, please don't hesitate to email Sharon Gaitan the class name and a paragraph about the class prior to submitting a proposal form. If you have further questions about the course acceptance process, please contact us via email at [sgaitan@miracosta.edu](mailto:sgaitan@miracosta.edu).

#### **Possible Hire Restrictions:**

Community Education instructors will be hired as part-time classified staff employees. Exceptions are reviewed on a case-by-case basis, but only if s/he has a business with a tax ID number. Please be aware that we are unable to hire anyone who:

- ✓ **Is a retired STRS employee**

If you are hired, you will have to submit TB test results. If you will be working with children, Live Scan fingerprinting will be required (we do not share information with other organizations). Finally, you will have to come, in person, to HR to complete your I-9 form, showing two **original** forms of ID. We will need a copy of your social security card for payroll, so we recommend that you use it as one of your forms of ID.

#### **Please submit your returning course proposals by:**

For Spring 2017 courses – **September 8<sup>th</sup>, 2016**  
For Summer 2017 courses – **February 9<sup>th</sup>, 2017**  
For Fall 2017 courses – **to be determined.**

**Please note:** We are not looking for courses that we currently offer.

**Other courses we do not need are:** Public Speaking, Financials, Self-Improvement or Life course.

#### **Proposal Submission**

To have a class or workshop considered, please submit the following:

- ✓ **Proposal form (one for EACH class you are proposing)**
- ✓ **Your general resume**

Fill out the forms so that they are complete, detailed, and legible. Be sure your proposed class meets the following requirements:

- The subject and content is appropriate for a community college.
- It is determined that there is a need in the community and a sufficient number of students will take the class.

- The class doesn't compete with current credit or Community Education classes. We recommend that you take a look at our current credit and Community Education bulletins to determine any potential conflicts.

**We prefer to have this packet filled out “digitally” and e-mailed to [sgaitan@miracosta.edu](mailto:sgaitan@miracosta.edu).** If you do not have email, please send your packet to:

**MiraCosta College Community Education & Workforce Development**

**Attn: Sharon Gaitan**

**Technology Career Institute**

**2075 Las Palmas Dr.**

**Carlsbad, CA 92011**

**Instructions on filling out the form:**

- Please be as detailed as possible on the dates you select for your class and the time as we will refer to it when we work on the bulletin.
- Fill out **all** fields.
- You may write “none” or “n/a” if it does not apply to you.

**Dates and Times of class selected:**

- Classes are normally scheduled on weekdays in the evening or on a Saturday morning. Please refer to our old Community Education class bulletin online (pdf) so that you have a general idea of the days and times we normally schedule classes.
- Comm. Education office hours of operation: Mon.-Thurs. 9am-5pm, Fri. 9am-4pm.
- San Elijo Campus Administrative office hours of operation: Mon- Thurs. 7am-8pm, Friday 7:30am-4:30pm.
- Classes may be held offsite if we find needed. Classes offsite means it is not held at MiraCosta College Campuses (San Elijo, TCI, Oceanside)
- **Spring 2017 courses** can be held between January 30<sup>th</sup> to May 21<sup>st</sup>, 2017. Do not schedule classes on February 17<sup>th</sup>-20<sup>th</sup> and avoid Sundays unless your class are being held offsite and we have approval from the facilities. If you class is held offsite and you would like your class to go until May 26<sup>th</sup>, please note the dates on your proposal form (only offsite classes can go beyond May 21<sup>st</sup> for Spring 2017).
- **Summer 2017 courses** can be held between June 1<sup>st</sup> to August 19<sup>th</sup>. Do not schedule classes on July 1-4 and avoid Sundays unless your class are being held offsite and we have approval from the facilities. If your class is held offsite and you would like your class to go until August

**The Process**

If you provide an email address on your application, we will notify you that your packet has been received. We review proposals on a semester basis. Our approval process includes many steps:

- The first step is our initial review within our office. If we are interested in the course, we will call you in for an interview.
- If we determine we would like to proceed, we will contact references.
- The third step is an internal review by chairs and deans. Once your course is approved at this level, we book rooms and send you an email request for tentative confirmation.

- If they do not see any conflicts with credit courses, we submit the proposal to the Board. At this point, we will issue contracts to all approved instructors.
- If the student minimum is not met, we will have to cancel your class. We cannot guarantee any class, but will try and give you updates and enough notice to prepare for this possibility.

Please keep in mind that our deadlines for printing the Community Education Bulletin varies semester to semester, and it is often several months between when a class proposal is submitted and when it is actually offered. Spring semester runs February-May; summer semester from June-August; and fall semester from September-December.

### **Salary Examples**

We offer two ways for instructors to get paid: hourly or by percentage. Our percentage is typically 30-35% of the class cost for new instructors. Therefore, if the class costs \$90, the percentage would be \$27-\$31.50/student. Obviously the more students a person gets, the more s/he gets paid. At the minimum of 10 students, the instructor makes \$270-\$315 total. Hourly is typically about 30-35% with the assumption of 10 students in the class. Let's assume that the course is 12 hours long... hourly would calculate to \$22.50-\$26.25/hr. Although not a lot per hour, it's a flat rate of guaranteed money if the class has enough students.

The purpose of our department is to offer affordable education to our community. Therefore, it is important to realize:

- You cannot use our courses as an opportunity to sell your business or a product.
- We cannot offer courses at high costs. Teaching for our department should never be looked at as a full-time job.

Feel free to email or call us if you have any questions.

***Again, thank you for your interest!***