

“I Want to Teach for Columbia Heights Public Schools Community Education Adult Enrichment!”

Frequently Asked Questions

How do I start the process of becoming a community education instructor?

- Visit colheights.k12.mn.us/AdultEnrichment to find an application.

What happens after I submit my proposal?

- Once your class proposal is received, it is received by the Adult Enrichment Manager. They will evaluate the level of interest they feel your class will generate, the courses they already offer, and the time/space they have available. They will contact you and discuss with you if the course fits their current program needs or not.

What is the typical schedule for community education?

- Adult classes are typically scheduled for fall, winter/spring, and summer sessions. Fall Quarter (September - December), Winter/Spring Quarter (January - May), and Summer Quarter (June - August). We have a smaller summer session. Classes may be scheduled for one evening or many, depending on what you plan to teach. The Adult Enrichment Manager is happy to help with planning.

What are the deadlines for submitting a class proposal?

- Fall Session (September - December) Deadline April 15
- Winter/Spring Session (January - May) Deadline October 8
- Summer Session (June - August) Deadline February 15

Do I need to be a licensed teacher?

- No, what you need is knowledge about your subject matter and a passion to share that knowledge with your community.

Do I need to follow a specific curriculum?

- You are not required to adhere to a specific curriculum. The Adult Enrichment Manager may have curriculum materials you can use or you can construct your own. We may ask for an overview of your lesson plan which could include a class outline, learning objectives, a list of materials needed and/or a check-in meeting prior to class. We will help brainstorm, troubleshoot and give you feedback on your curriculum.

Do you pay per hour or per student?

- No, each class has a different price point depending on the instructor, materials, topic and number of sessions.

Who determines how much the class costs?

- We determine how much the class will cost students by discussing with the instructor what their costs are and what makes sense for our community. We make every attempt to keep our classes affordable.

What if there are supplies or copies I need for the class?

- We are able to make most copies for classes. It's possible to have a supply fee for a class. We will discuss these details with you.

Do I need to pay rent?

- No, the space is provided for you to teach with us.

Is there a minimum number of students required to hold the class?

- Yes, each class has a minimum number of students to make the class a “go.” That number will differ from class to class. The Adult Enrichment Manager will let you know the number. In the event there are not enough students registered, the class will be cancelled.

If I am contracted to teach a class will there be additional forms to fill out?

- Yes, a W-9 tax form is required to process all payments to Instructors (contractors). Instructors are also expected to submit an invoice within 30 days of their class. The W-9 and invoice will need to be completed and submitted. Then the Adult Enrichment Manager makes sure all paperwork reaches Accounts Payable for processing.

Is there a place where I can get more information about all of this?

- Yes, during the Fall and Spring we offer a free class “How to Become a Community Education Teacher.” Check the class listing at https://colh.cr3.rschooltoday.com/public/getcategory/program_id/2 **(Could this be shortened to ColheightsAdultEd?)** or give us a call at 763-528-4591 to get class information.

OUR MISSION

Columbia Heights Public Schools
Creating worlds of opportunity for each and every learner
“All Belong, All Succeed”