

Darby Adult Education Instructor Information Sheet

Hello Prospective Instructor! Below you will find information on the Darby Adult Ed program. Please refer to your email, the website or ask Shelby for details specific to this semester. We are excited to have you on board.

* Course meeting space and course times: morning and early afternoon courses may meet at the Darby Clubhouse, the Darby Library, the Sula Clubhouse, the Trapper Creek Job Corps, or a space suggested by the instructor; late afternoon (after 4:00 pm) and evening courses generally meet at the Darby Schools; however, alternative space may be suggested by the instructor.

* Courses can be one session or multiple sessions that meet several times a week. Course schedules are proposed by instructor(s) and approved by adult education director. Examples of course schedules: Course meets once for 4 hours; course meets twice a week for 2 hours over 6 weeks; course meets twice a week for 1 hour over 8 weeks.

* Instructor has access to art, shop, home economics, computer, and video resources at the various meeting locations. Resources are confirmed after consultation with the adult education director.

* Instructors are paid \$23 per classroom hour. No hours are paid for preparatory time. Instructors are paid only for the hours published in the flyer.

* Paychecks are issued following the completion of the last scheduled classroom hour, and submission of timesheet to the Director of Adult Education.

* Instructor may charge his/her own Materials Fee in addition to the registration fee. This fee is paid directly to the instructor. Instructor is responsible for collecting materials fee. Alternatively, instructor may provide students with a materials list, allowing students to purchase their own items.

* All courses must attract a minimum of 5 registered students by February 1st. After that date, any courses without students will not run. Courses with 5 students will run, and additional students will be able to join at that time.

Please complete the Course Proposal Form. You may fill this out via an [Online Form](#), or through the attached "Course Proposal Form" and returning via email or mail.

If you are new to the Darby Adult Education program and not a current employee of Darby Public Schools, please submit a brief letter or resume detailing your relevant experience, and include two job-related references. You may do this through the form linked above, email or mail. If your course is held, you will be required to complete a W4 Form and an I9 Form in order to be paid.

Sincerely,
Shelby Rogala
Darby School District - Adult Education Director

209 School Drive
Darby, MT 59829
Tel: (406) 821-3252
E-mail: adulthood@darby.k12.mt.us
<http://www.darby.k12.mt.us/community/adult-education>

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