



### Instructor Application

Read the Volunteer Instructor Agreement before completing (attached)

**Name:** (print) \_\_\_\_\_ **Address:** \_\_\_\_\_  
Last First MI Street City State Zip Code

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Are you a Boise School District employee?  Yes  No If yes, list date of employment: \_\_\_\_\_

Have you instructed Community Education classes before?  Yes  No

Dates of last class taught: \_\_\_\_\_ Subject(s) taught: \_\_\_\_\_

Subjects you are interested in teaching: \_\_\_\_\_

Please provide a short biographical sketch (to be posted on our web site) describing your qualifications to teach. You may include a reference to your web site if applicable. This data will be published on-line through our electronic course catalog.

***I verify that I have read and understand the Boise School District Community Education Program Volunteer Instructor Agreement and have designed my class to meet the established criteria.***

\_\_\_\_\_  
Instructor's Signature Date \_\_\_\_\_



## VOLUNTEER INSTRUCTOR AGREEMENT

### Class Scheduling Process

1. Instructors must complete an Instructor Application and a Class Proposal form. Instructors teaching classes available to youth (age 17 and under) must submit fingerprints for an FBI criminal history check. Please work directly with the Community Education Staff if you intend to teach to youth.
2. Class dates, times, and locations are determined by the Community Education staff based on information provided on the Class Proposal form. **Once scheduled, the class date, time and location may not be changed or modified without prior written authorization from the Community Education staff.**
3. Community Education classes are generally conducted on Boise School District properties. **Classes shall not meet outside Boise School District property without prior written approval by the Community Education Staff.** Please contact the Program Coordinator at the Boise School District Community Education office (854.4046) for written authorization to offer additional educational opportunities beyond your scheduled Community Education class.

### Instructor Responsibilities

1. On the first night of class, an instructor will be issued a Boise School District volunteer identification badge. The badge will be worn at all times while on District property instructing a Community Education class. If an instructor teaches multiple classes during a session, they will keep the badge to wear at each class. The identification badge must be returned to the Community Education Site Facilitator when the instructor completes their final class for the session.
2. Instructors are responsible for providing class content sufficient to fill the time allotted; class must be taught for the full length of the time specified.
3. **Instructors will take roll at each class.** Please have students who are not on the attendance roster register at the Site Facilitator table.
4. **An instructor will present educational information during scheduled Community Education class times. Instructor business information may be distributed only after scheduled class time ends.**
5. **Instructors are not to receive or accept any money while on Boise School District property.**
6. Instructors may not use any student information, including but not limited to, name, telephone number, address, e-mail or any other information for any reason including personal business or financial gain. Instructor shall not attempt to contact students outside of the Community Education class unless explicitly asked by a student to do so.
7. Instructor contact information will not be provided to students without prior written permission from the instructor.

### Class Requirements

1. **Classes must begin and end promptly as scheduled.** Instructors may enter the building at 5:45 p.m. and must be out of the building by 8:45 p.m.
2. Children (17 and under) may not accompany instructors or participants to class unless they are registered for the class.
3. If an instructor becomes ill or has an emergency, the instructor will notify the Community Education office at 854.4047 or 854.4046. (After business hours call 585.7181.)
4. Classes will not meet on school holidays or any other time that schools are not in session (In-service days, spring break, etc.). Classes may be canceled due to inclement weather. Listen to local radio or television stations for information on school closures or call the Community Education office.
5. A Community Education Site Facilitator will be present from 5:45 p.m. to 9:00 p.m. at District locations where Community Education classes are conducted. The Site Facilitator will provide assistance with issues or concerns that arise.
6. Instructors and participants are not to use equipment (computers, projectors, etc.) or erase boards in classrooms without prior approval from Site Facilitator.

7. All Boise School District Board policies and procedures and individual building rules must be followed while on District property.

## **Material Fees**

1. Instructors will submit a list of material fees on their Class Proposal form. Instructors who would like to provide hand-outs or other printed materials should include these costs on the Class Proposal form as a materials fee. Community Education staff do not reproduce printed materials for instructors to use in class on-site, but may be able to assist with printing through the Boise Schools Print Shop with one week advance notice.
2. Material fees will be collected from students with registrations by the Community Education office.
3. Instructors must submit their receipts or an itemized invoice with the Instructor Materials Reimbursement Request form (provided the first night of class) to the site facilitator or to the Community Education office within ten business days of completion of their class.
4. Instructor material fee reimbursements cannot exceed the amount collected by the Boise Schools Community Education program and are based on class enrollment.

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Signature

Print Name

Date

**Before a class or classes are scheduled, the instructor must sign and return this form to confirm that they have read, understand and accept of the terms of this agreement.**

*An instructor may lose the privilege of teaching a Community Education class if any of the above procedures are violated.*

E-MAIL: Communityed@boiseschools.org

MAIL: Boise School District Community Education  
8169 W. Victory  
Boise, ID 83709

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8169 West Victory Road, Boise, ID 83709  
Phone: 208.854.4047 Fax: 208.854.4014  
Email: [CommunityEd@boiseschools.org](mailto:CommunityEd@boiseschools.org)  
[www.boiselearns.org](http://www.boiselearns.org)