

**Thank you for your interest in teaching a course through
Grand Island Community Education.**

The course proposal deadline is: **February 1, 2024**

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Proposed Course Title and Description of the Course:

What, if any, supplies are students required to bring? Will you be charging a supply fee payable to the instructor the first night of class, and if so, how much would the fee be?

Have you been fingerprinted? If you have been fingerprinted, where and when?

Are you teaching in any other Community Education programs or have you ever taught in another Community Education program? If so, when and where?

Have you ever been convicted of a crime, excluding minor traffic offenses?

Are any criminal charges or proceedings pending against you?

Please list the qualifications, certifications, training, and experience that you have related to the course in which you would like to teach.

Professional Reference #1 - Please list a reference who we may contact (FIRST NAME, LAST NAME, PHONE NUMBER, RELATIONSHIP)

Professional Reference #2 - Please list a reference who we may contact (FIRST NAME, LAST NAME, PHONE NUMBER, RELATIONSHIP)

If you are approved to teach a Community Education course, prior to each term you will receive an email and **COURSE/STAFF DATA FORM**, which must be returned by the **DUE DATE** with your course description and schedule dates, and any equipment needs. We will contact you to work out any conflicts or questions about your class before accepting the class for that term.

NEW INSTRUCTORS will submit an application and resume, two forms of ID as listed on the Federal I9 form, and any other paperwork required at the time of hire. The New York State Education Department requires fingerprinting/background check through the District for any instructor working with children (21 and under) in school buildings. This will be arranged with you by Community Education through the Human Resources Office.

Instructors wishing to be treated as **INDEPENDENT CONTRACTORS** will be paid per person, per class, or by some other method than hourly. According to IRS regulations, contractors are expected to have a Tax ID number, DBA designation, or some other evidence that they are conducting a business and must be willing to handle all tax responsibilities themselves. You will be expected to submit a W-9 form to the office prior to the start of the semester. At the end of class you must submit an **INVOICE** on letterhead or similar paperwork in order to be paid, and will receive a 1099 form at the end of the calendar year.

Instructors will be paid based on the following pay schedule:

Category	Pay per Hour
Grand Island Teachers' Association Member	\$35.00
11+ Years as GI Community Education Teacher	\$21.00
6 – 10 Years as GI Community Education Teacher	\$19.00
0 – 5 Years as GI Community Education Teacher	\$17.00
WSI/Lifeguard (Head Instructor)	\$21.00
WSI/Lifeguard (Assistant)	\$21.00
Lifeguard	\$21.00

**Mail to: Grand Island Community Education, % Dawn VeRost
1100 Ransom Road, Grand Island, NY 14072**

