



9341 Mill Street, Ben Lomond, CA 95005

CHECKLIST FOR PROSPECTIVE TEACHERS

- Obtain a teacher's packet; forms are on website and office
- Read Teacher's Guidelines carefully
- Fill out, sign, and return application
- Education committee person will call you to schedule an interview
- Sign a contract
- Attend an orientation at the Art Center before teaching
- Put ALL class dates on the Master Calendar, located in the classroom
- Fill in the simple publicity form on our website so that your class will be advertised.
www.mountainartcenter.org/publicity.htm
- Get fingerprinting done by the State, if any of your students are under 18 and unaccompanied by parent.

First Day of Class

- Collect tuition for anyone who has not pre-paid. You must use receipt book (as per orientation). Fill out 2 Class Rosters; leave ONE in the Class folder; the other is for you. DO NOT TAKE THE FOLDER; LEAVE AT SCMAC.
- Deliver a Safety Orientation to the students; evacuation procedures; phone location; fire extinguisher; safety rules, etc.
- Upon leaving, go over the checklist for closing up. Very important

Last Day of Class:

- Have students fill out the evaluation provided, one per student. Teachers, please make any suggestions to improve our process, from teacher's first contact to completion of class. Put in Rhea's box in office.

After the class finishes:

- Fill out "Check Request Form" available in the office. Checks are written on the following Tuesday and after all obligations related to the class are fulfilled and signed off by a member of the Education Committee.