



SANTA CRUZ MOUNTAINS
ART CENTER
9341 Mill Street, Ben Lomond, CA 95005
(831) 336-3513 / 336-3513 www.mountainartcenter.org

CHECKLIST FOR PROSPECTIVE TEACHERS

To Apply

- Read **Teacher's Guidelines**
- Complete, sign and submit **Teaching Application** to appropriate SCMAC Education Representative.
- Contact appropriate Education Representative to discuss class content and scheduling:
Adult Classes Education Representative: TBA
Ceramics Classes Education Representative: Jennifer Hennig, 9jennifer9@gmail.com
Youth classes Education Representative: Brenda Berg, bberg4art@comcast.net
- Complete and sign **Teacher's Class Contract** (co-signed by SCMAC Education Representative).
- Complete and sign **Independent Contractor Agreement**.
- New Teachers: schedule and attend an **orientation** (see contacts above).
- Read the **Safety and Security** Policy

Youth Teachers and Teaching Assistants: in addition to the above guidelines the following is required:

- Must pass **Live Scan** fingerprinting for SCMAC.
- Attend a teaching interview with appropriate Education Representative(s).
- Must participate in a minimum of one full session of classes (two sessions may be required) as a Teaching Assistant.
- If teaching the **Art After School** program, must be familiar, respectful and in compliance with applicable **school's policies and procedures** (in the SCMAC's classroom's folders under "Handbooks" and online at individual school's site).

First Day of Class

- **Collect tuition** from students who have not pre-paid. (Your orientation will have filled you in on how to process payments and make receipts.)
- Deliver a **Safety Orientation** to the students; evacuation procedures, phone location, fire extinguisher, safety rules, etc.

After the class (series) finishes

- Have students fill out **Class Evaluation** forms, for youth classes, have parents fill out evaluation as well.
- Fill out **Teacher Check Request Form** for payment for teaching and materials reimbursement (if applicable), located in files behind class folders. Checks are written the Tuesday following completion of all obligations related to the class, and approval of Board representative.

Suggestions: Make any **suggestions** to improve our process, from teacher's first contact to completion of class. You may submit these in your class folder, or in the Education box located on the shelf above the class folders, or via email to info@mountainartcenter.org.