



TEACHER GUIDELINES

**All necessary forms can be accessed at our website:
<http://www.mountainartcenter.org/get-involved/instructors/>**

New Teachers

1. Fill out and sign **Teaching Application** and **Independent Contractor Agreement**. Submit to appropriate Education representative.
2. Education representative will contact you for an interview, discuss class content, scheduling, orientation and explain Class Contract.
3. Complete Livescan, if teaching youth under age 18. Must pass in order to teach youth.

Proposing a Class (taught at the Art Center)

- Once approved to teach by the Education representative, complete a **Teacher's Class Contract**, describing the class or workshop that you plan to teach including:
 - length of the class in hours,
 - how many sessions you plan the class to last,
 - price for members, non-members,
 - materials or model fee, if applicable,
 - minimum and maximum number of students.
 - Indicate preferred class dates on the application, however the final decision for scheduling will be the responsibility of the Education representative and Office Manager.
- Classes will be scheduled no less than 45 days before the start of the class. Classes scheduled farther in advance have a greater potential to fill. Recommended lead time is 2-3 months before the start of class for publicity.
- Subjects taught must conform to our Bylaws, which stipulate that all activities sponsored by the Santa Cruz Mountains Art Center must be in accordance with our Mission to support arts and culture and art education.
- Art teachers work as independent contractors for the Santa Cruz Mountains Art Center and will be paid an agreed upon percentage of the tuition collected (usually 70%). This is specified in the **Teacher's Class Contract** between the teacher and the Center. If enrollments do not meet the minimum enrollment requirement set by the teacher, as specified in the Teacher's Contract, the teacher has the option to cancel the class.

Proposing a Class (Art After School Program)

- All Youth teachers must attend Youth Education Committee meetings.
- Art After School program dates, times, minimum and maximum number of students, and prices are set by the Youth Education Coordinator and Board Education representative, and are subject to revision according to grant support.
- Classes schedule is developed quarterly. Teachers submit their availability for the proposed teaching schedule at the request of the Youth Education Coordinator, who will assign teachers to the schedule.
- Once the schedule has been filled in, teachers submit a **Teacher's Class Contract**, including the title and description of the proposed class, to the Youth Education Coordinator and Office Manager for publication. Schedule will be published 1-2 months before the start of the quarter.
- Subjects taught must be appropriate to classroom space, materials funds available, and student age ranges.
- Art After School classes have a Teacher's Assistant.
- Art teachers and Assistants work as independent contractors for the Santa Cruz Mountains Art Center and will be paid an agreed upon amount for the class.

Advertising

- Your class will be advertised (without extra charge) in our Calendar, Newsletter, publicity releases, email updates and on our web site. However, teachers are encouraged to promote their own classes.
- All signs, posters, and information pamphlets advertising your class must have the Santa Cruz Mountains Art Center name and preferably, logo, included and must be approved by the representative of the Art Center.

Student Registration and Communication

- Online registration will be administered by the Art Center for all classes, excepting drop-in classes or facilitated studio time. Tuition collected online, via mail, or in person during gallery hours, will be processed by the Office manager weekly, by adding students to the Class Folder and Bookeo.
- Your class, taking place at the Art Center, will have a folder in the Art Center classroom. This will contain Class Registration Forms, Roster or Sign-in Sheet, and Teacher's Check Request Form. The Class Folder must remain at the Art Center at all times. You may make a copy of the Class Sign-in Sheet for your records.
- The Sign-In sheet shows a roster of students, including contact and payment information. This information is also available on Bookeo.
- Unless specified in the Class Contract, registration may also take place at the first class, if space is still available. It is the teacher's responsibility to collect tuition from students on the first day of class, if they have not pre-registered, or if they pre-registered but have not yet paid. Please follow this procedure for collecting tuition for your class:
 - Write a receipt including 1) student's name and address, 2) class title and dates paid for, 3) method of payment including check number.
 - Attach payment to pink copy of receipt, give yellow copy to student.

- Put all money and receipts for the class in the cash box, in an envelope, labeled with the class name.
 - Also indicate the payment on the student's Registration Form and Class Sign-in Sheet.
- It is the teacher's responsibility to make sure students, who have NOT pre-registered online, completely fill out registration forms (and safety forms, if applicable).
- If the teacher has set a materials fee, the teacher must collect this fee from the students directly during the class. SCMAC does not collect or reimburse for materials costs (except for clay and glazes).
- The teacher may request an Education Committee member or Board member to be present at the first class to help with collecting registrations.
- In cases where a class, or class session, is cancelled or rescheduled, it is the responsibility of the teacher to inform students, to the best of his/her ability, of the changes. Phone numbers of students can be found in the Class Folder, and on Bookeo. If the teacher does not have a copy of the Class Sign-in Sheet, she/he is encouraged to call the gallery during business hours and ask assistance from the docent to obtain the phone numbers from the Class Folder. A sign regarding cancellation may be posted on the front door of the Center as well. The teacher may ask for assistance from an Education Committee member as well.
- The teacher may request access to Bookeo software to view and print out a class roster, send email messages to students. Contact Office manager for a login and password, and training in how to use.

Facilities

- Limited liability insurance is provided, but your equipment and supplies will be your own responsibility. Inform your students of this and they should know that they are responsible for their own equipment as well.
- Room set-up and take-down will be the responsibility of the teacher. Facilities must be left clean and neat after each session. Be sure that the building is properly secured (doors, windows and gate) before leaving; heat and lights are turned off.
- Limited space and multiple on-going activities make it necessary for your students to confine their activities to the designated teaching areas.

Completion of Class

- When the class is finished and the contract fulfilled, complete a **Teacher's Check Request Form**. (Additional forms are located behind the class folders). After completing the Check Request Form, deposit it in the RED FOLDER labeled "Bills to be Paid" in Gretchen's box next to the computer. Checks will be disbursed when it is determined that the contract has been fulfilled and the form has been approved by the designated responsible board member.

Teaching Youth Classes (additional to above):

- Live Scan (fingerprinting) is required for teaching children under the age of 18. When a teacher has been approved by the Education Committee to teach youth classes, the cost of Live Scan will be reimbursed to the teacher.

- Artists interested in teaching youth classes must attend Youth Art Teacher's meetings. They will be required to assist with teaching at least one youth class before teaching a class on their own. A teacher will be accepted when there is an opening for a youth teaching position and/or the Youth Art Teacher Committee feels the teacher is ready and able to teach a class on his/her own, which upholds the quality and continuity of the SCMAC Youth Art program.

If you have any questions, please call our 336-4ART (336-4278) education line, leave a message and an Art Center representative will return your call.