



## 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 **Employment Application for Teaching Position** and [W4](#). Submit to SCMAC.
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 [Class Contract](#), describing the class or workshop that you plan to teach including:
  - length of the class in hours,
  - how many sessions the class will meet,
  - prices for members and non-members,
  - materials or model fee, if applicable,
  - minimum and maximum number of students.
  - preferred class dates (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 employees 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 **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 and program budget.
- Art After School classes have a Teacher's Assistant.
- 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 and assistants to the schedule.
- Once the schedule has been filled in, teachers submit a [Class Contract](#), including the title and description of the proposed class, to the Office Manager for publication. TA's also submit a [Class Contract](#). 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 teachers and Assistants work as employees 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 publicity releases, email updates, and on our website. 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 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. Tuition collected online, via mail, or in person during gallery hours, will be processed by the Office Manager weekly.
- The class roster contains student information including contact and payment information. This information is also available online via 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 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 class roster.
- 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/their ability, of the changes. Phone numbers of students can be found on Bookeo. 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.
- 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 Bookeo.

### **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, the employee will be paid per the terms of the contract by direct deposit.

### **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.

### **COVID Policy**

- According to current Santa Cruz County regulations, anybody inside the facilities of the Santa Cruz Mountains Art Center must be masked.
- Volunteers, employees, and contractors of the Santa Cruz Mountains Art Center who work indoors must also be vaccinated or present proof of a negative test weekly at their own expense. Commercially available tests are acceptable for this. The only exception is for employees who work during hours when nobody else is in the Center.
- Instructors can set their own rules for the number of students taking classes at the Art Center, and whether they must be vaccinated.
- Whether or not they require students to be vaccinated should be listed in the class description.
- This policy may change as the COVID status of the county does, and as county guidelines adapt to that status.

If you have any questions, please call 336-3513 or email [info@mountainartcenter.org](mailto:info@mountainartcenter.org).