

**CITY OF DAVIS
COMMUNITY SERVICES DEPARTMENT**

SPECIAL INTEREST CLASS INSTRUCTOR INFORMATION SHEET

Thank you for your interest in becoming a class instructor for the City of Davis. If you have any questions after reading this information sheet, please contact the Community Services Coordinator Caitlyn Hughes for children's classes or Christine Rivard for adult classes at (530) 757-5626.

INSTRUCTORS:

The Community Services Department hires instructors to teach a wide variety of special interest classes and workshops for adults and children. We are always interested in reviewing proposals for carefully planned classes.

INSTRUCTOR RESPONSIBILITIES:

A special interest class instructor is expected to provide high quality instruction for the participants in the class or workshop. Specific responsibilities include: providing the information for publicity releases; developing and submitting a lesson plan; keeping track of class enrollment and class rosters; notifying the appropriate supervisor if any changes occur in the class schedule content or the instructor's ability to conduct the class; turning in time sheets by the dates specified in order for prompt payment to be made.

CLASS APPROVAL:

Prospective instructors should fill out a Class Proposal Form, available at the City of Davis Community Services Department, 23 Russell Boulevard, Davis, CA 95616, or call (530) 757-5626. Upon approval of the proposal, instructors will be hired as temporary part-time employees. Departmental approval of a proposed class depends upon:

- ☒ The information contained in your class proposal
- ☒ Potential for meeting our programming needs
- ☒ A personal interview and demonstration of teaching techniques
- ☒ Your background in the course material
- ☒ Availability of adequate facilities

In order to include approved class descriptions in our informational brochures, proposals should be submitted by October 1st for the Summer brochure (distributed in March); by February 1st for the Fall brochure (distributed in July) and by July 1st for the Winter/Spring brochure (distributed in November).

CITY SERVICES:

When our department hires you to teach a class or workshop, we will:

- ☒ Handle all class registrations and payments at the department office
- ☒ Maintain a master class file and class rosters
- ☒ Provide and schedule necessary facilities (and equipment when available)
- ☒ Include class description in our brochure delivered City-wide three times a year.
- ☒ Prepare and deliver press releases
- ☒ Copy publicity flyers prepared by the instructor or the course coordinator
- ☒ Process instructor payments according to City of Davis pay periods
- ☒ Monitor and provide feedback on class response, organization and instructor conduct

CLASS CANCELLATIONS:

We reserve the right to cancel classes as a result of a lack of minimum class enrollments, failure by the instructor to abide by the City of Davis policies or class guidelines, or unforeseen circumstances that prevent us from offering the class.

INSTRUCTOR PAYMENT:

Employee class instructors are paid 60% of the resident class fees received by the City, up to a maximum of \$29 per hour. After consulting with the instructor, class fees are set by the supervisor based on existing per-hour rate guidelines, the anticipated size of the class and whether the class is offered for adults or children.

City of Davis
COMMUNITY SERVICES DEPARTMENT

Special Interest Class Proposal Form

Thank you for your interest in teaching for our department. Please review the attached information sheet. If you wish to submit a proposal, fill out both sides of this form, attach a resume or other supporting material, and drop it off or mail it to: City of Davis, Community Services Department, 23 Russell Boulevard, Davis, CA 95616. If your proposal has potential for meeting our programming needs, you will be invited to an oral interview.

(Please print or type)

Name _____ Date: _____

Address: _____
Street City State Zip

Phone: () _____ () _____
Home Business

Email: _____

Class Proposal For: _____

Program Content Outline: _____

If additional space is needed, please attach a supplemental sheet.

Program Information:

A. Class/Activity:

1. Number of meetings per week: _____

2. Length of each class meeting: _____

3. Preferred days of week: 1st Choice --Day: _____ Time: _____

2nd Choice --Day: _____ Time: _____

4. Number of Students: Minimum: _____ Maximum: _____ Age Requirements: _____

5. Supplies needed (provided by city): _____

(provided by students): _____

_____ Student Material Fee (if any): _____

B. Facilities Needed:

- 1. Gym _____
- 2. Room _____
- 3. Pool _____
- 4. Athletic Field _____
- 5. Cooking Facilities _____
- 6. Other _____

C. Equipment needed:

Type (i.e., mats, tables, chairs, etc.) and quantity: _____

Instructor Information:

A. Experience/background in proposed class/activity: _____

B. Experience in working with public (include paid and volunteer experience): _____

C. References:

- 1. Name _____ Relationship _____
Address _____ Phone _____
- 2. Name _____ Relationship _____
Address _____ Phone _____
- 3. Name _____ Relationship _____
Address _____ Phone _____