



9341 Mill Street, Ben Lomond, CA 95005
(831) 336-3513 / 336-4ART www.MountainArtCenter.org

TEACHER'S GUIDELINES

Adopted June 9, 2003

Updated March 23, 2007

1. Complete the **Teaching Application and Publicity Form** and submit it to the Art Center at the above address. Describe the class or workshop that you plan to teach including length of the class in hours as well as how many sessions you plan the class to last. Indicate preferred class dates on the application, however the final decision for scheduling will be the responsibility of the Education Committee of the Center. Any changes will need to be approved by the Education Committee.
2. Art teachers work as independent contractors for the Santa Cruz Mountains Art Center and will be paid an agreed upon percentage of the tuition (usually 70%). This is specified in the **Teacher's Contract** between the teacher and the Center. Additional charges may also be specified for use of tools, equipment and extra utilities usage (i.e.: kilns, enameling furnaces, etc.).
3. Live Scan (fingerprinting) is required for teaching children under the age of 18.
4. 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. If your organization is interested in renting a space in the Center for those purposes, we will be glad to discuss rental charges with you.
5. 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.
6. Room set-up and take-down will be the responsibility of the teacher. Facilities must be left clean after each session. Be sure that the building is properly secured (doors, windows and gate) before leaving; heat and lights are turned off.
7. Limited space and multiple on-going activities make it necessary for your students to confine their activities to the designated teaching areas.
8. Your class will be advertised normally (without extra charge) in our Calendar, Newsletter, Publicity releases 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.

9. Your class will have a folder in the Art Center classroom. This will contain your Teaching Application and Publicity Form, Teacher's Contract, Class Registration Forms, Sign-in Sheet, Class Evaluation Forms, 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.

10. 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. (Students may register and pay for classes at the first class session or prior to the first class, by mail or hand-delivery. Class registration forms are available at the Art Center and on our website.)

11. When the class is finished and the contract fulfilled, it is the teacher's responsibility to complete a Check Request Form. (Forms are located behind the class folders). After you fill out the 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.

12. Art teachers will be paid an agreed upon percentage of the tuition, or in some circumstances upon approval by the Education Committee, an hourly rate of pay commensurate with their experience. If enrollments do not meet the minimum enrollment, as specified in the Teacher's Contract, the teacher has the option to cancel the class.

13. 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. 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, that upholds the quality and continuity of the SCMAC Youth Art program.

If you have any questions, please call our special 336-4ART (336-4278) line, leave a message and we will return your call.



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CHECKLIST FOR PROSPECTIVE TEACHERS

All necessary forms can be accessed at our website:
<http://www.mountainartcenter.org/classes.htm#TEACHERS>

To Apply

- Read *Teacher's Guidelines*
- Fill out, sign and submit *Teaching Application and Publicity Form* to Art Center
- Contact Education Committee representative to discuss class content and scheduling
 - Adult classes: Rhea Giroux 336-2453
 - Ceramics classes: Frank Borovich 338-2713
 - Youth classes: Lisa Alexander 421-9503
- Fill out and sign *Teacher's Contract* (co-signed by Art Center representative)
- New Teacher's: schedule and attend an orientation (see contacts above)
- Get Live Scan fingerprinting done by the State, if teaching students under 18

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 *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.
- 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.