

NEW COURSE PROPOSAL – CORONADO ADULT EDUCATION

Proposed Course Title:

Instructors Name:

Address:

Telephone:(home)

Alt phone: (cell, work)

Email:

Fax:

Current Occupation:

Are you a CUSD employee? Classified/Certificated

Instructors Bio: please limit to 4 sentences.

COURSE INFORMATION—Fees (Tuition to be determined by Adult Education)

Material Fee: Do you feel a material fee is appropriate for this class? If so, how much would you want to collect from each student the first night of class to cover materials? What materials would you furnish for this fee? Please list or attach.

COURSE INFORMATION-Scheduling

What specific dates would you offer this class?

Class start and end time: Start time no earlier than 5:00pm or later than 9:00pm

How many total meetings?

How many times per week would class meet?

What day and time would class meet?

COURSE INFORMATION-Special Requirements

What room requirements do you have?

What special equipment is needed?

The instruction strategies or techniques will include...(i.e., lecture, projects, videos, field trips, hands-on, etc.)

COURSE INFORMATION-General

Course Description: Please write a brief outline of the course content. Be sure to include any prior experience needed by students.

Qualifications: Briefly describe your experience as it relates to this course proposal.

References: New instructors, please provide two references with contact information.

**CORONADO UNIFIED SCHOOL DISTRICT ADULT EDUCATION
DIFFERENTIATED HOURLY PAY SCALE and AGREEMENT TO TEACH**

TO: Adult Education Instructors – Fee Based Community Service

INSTRUCTOR: _____

COURSE: _____

FROM: Shane Schmeichel, Director

The Differentiated Community Service Teacher’s Hourly Pay Scale (see below) shows hourly pay for teachers based on class enrollment.

To receive the maximum hourly rate of \$28.90, class size must be a minimum of 15 paid registrants. Enrollment numbers will vary from class to class. Some classes may attract less than 15.

If enrollment is below 15, but has the minimum enrollment of 7 students, the class will be held. There is the opportunity for teachers and students to increase enrollment. Pay will increase up to the maximum amount as students continue to register.

Students may drop a course prior to the first class for a refund.

Any course that does not have 7 or more registered students for two consecutive semesters will not be offered for a third semester.

NUMBER OF STUDENTS	HOURLY PAY SCALE
15 or more	\$28.90
11-14	\$24.02
7 -10	\$20.77

The District will provide two direct-mail Adult/CTE brochures (Fall and Spring) for distribution and will also provide periodic feature articles to the local media. Teachers are responsible for additional student recruitment activities.

We all look forward to having successful courses to serve residents of Coronado and surrounding communities.

Please sign below to indicate that you have received this pay scale and agree to teach for Coronado Unified School District Adult Education.

INSTRUCTOR SIGNATURE

DATE

Please sign and return this form.