



**Coronado Adult Education/ROP Service Center**

650 D Ave • Coronado, CA 92118 • Ph: 619-522-8911 • Fax: 619-435-6274

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Dear Prospective Instructor:

Thank you for your interest in teaching an Adult Education course for the Coronado Unified School District. All requests to teach one or more classes, such as yours, are given careful consideration based on the information provided on the attached New Course Proposal Form. Submit completed Course Proposal forms to our office together with the Differentiated Hourly Pay Scale and Agreement to Teach.

Upon approval, you will be notified and directed to contact the district office to schedule an appointment to receive an employment packet and requirements to complete the new employee process.

Please call the Service Center for any other information you might need. We look forward to including your new class(es) in our Adult Education program.

Sincerely,

*Tiffany Bagg*

Adult Education Program Specialist

**Coronado Unified School District**  
Adult Education School Calendar

*Fall 2015*

*August 24 – December 18*

School Month	Days					Important Dates
	M	T	W	TH	F	
ug	24	25	26	27	28	Fall Semester classes start 8/27 Time Sheets due
Sep	31	1	2	3	4	9/7 Labor Day
Sep	7	8	9	10	11	9/8 No classes ON CAMPUS
	14	15	16	17	18	
ep	21	22	23	24	25	9/24 Time Sheets due
Sep						
Oct	28	29	30	1	2	
Oct	5	6	7	8	9	
Oct	12	13	14	15	16	10/12 Columbus Day
Oct	19	20	21	22	23	
Oct	26	27	28	29	30	10/27 Time Sheets due
Nov	2	3	4	5	6	
Nov	9	10	11	12	13	11/11 Veterans' Day
Nov	16	17	18	19	20	11/17 Time Sheets due
Nov	23	24	25	26	27	<b>NO CLASSES – Thanksgiving Break</b>
Dec	30	1	2	3	4	
Dec	7	8	9	10	11	
Dec	14	15	16	17	18	12/14 Time Sheets due Last day of Fall classes

○ Legal Holiday      ■ District Holiday

Classes begin August 24, 2015 and will end on December 18, 2015. There are no classes on legal and district holidays. Please note that there will be **NO CLASSES November 23-27 for Thanksgiving Break.** The following dates are when *your time sheets* **MUST be turned into the Adult Education /ROP Service Center** in order to receive your paychecks on time:

- August 27
- September 24
- October 27
- November 17
- December 14

**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**

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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.

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

The District will provide two direct-mail Adult/ROP 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.***

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**INSTRUCTOR SIGNATURE**

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**DATE**