



TEACHER GUIDELINES

All necessary forms can be accessed at our website: [Join Our Team • Center for the Arts Evergreen \(evergreenarts.org\)](https://www.evergreenarts.org)

New Teachers

1. Fill out and sign **Employment Application for Teaching Position** and [W4](#). Submit to CAE.
2. Education representative will contact you for an interview, discuss class content, scheduling, orientation, and explain Class Contract.
3. Complete [Asset Control background check](#) if teaching youth under age 18. Must pass 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:
 - o length of the class in hours,
 - o how many sessions the class will meet,
 - o prices for members and non-members,
 - o materials or model fee, if applicable,
 - o minimum and maximum number of students.
 - o 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 Center for the Arts Evergreen must be in accordance with our Mission to support arts and culture and art education.

- Art teachers work as contractors for CAE and will be paid an agreed upon percentage of the tuition collected (usually 60%). This is specified in the Class Contract between the teacher and CAE. 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.

Advertising

- Your class will be advertised in our publicity releases, email updates, newsletters and on our website. However, teachers are encouraged to promote their own classes.
- All signs, posters, and information pamphlets advertising your class must have CAE name and logo included.

Student Registration and Communication

- Online registration will be administered by CAE for all classes. Registration is also available in-person or via phone by calling CAE office during office hours.
- The class roster contains student information including contact and payment information.
- Unless specified in the Class Contract, registration may also take place during the class at a pro-rated cost, if space is still available. It is the teacher's responsibility to direct students to register for the class online or at the front desk if they have not yet paid.
- 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. CAE will collect a supply fee as part of the registration fee (except for clay and glazes).
- In cases where a class, or class session, is cancelled or rescheduled, it is the responsibility of the CAE and the teacher to inform students, to the best of his/her/their ability, of the changes.. A sign regarding cancellation may be posted on the front door of the Center as well. The teacher may ask for assistance from a CAE representative.

Facilities

- Room set-up and take-down will be the responsibility of the teacher.
- Facilities must be left clean and neat after each session. CAE will provide cleaning supplies.
- Teachers should make sure stay 15-30 minutes after class to clean classroom as necessary. Clean up may include the following:

- Rinse clean all CAE materials (paint brushes, knives, pallets, scissors, etc.)
 - Return all CAE materials to their appropriate storage places
 - Wipe all tables
 - Sweep floor
 - Clean sink
- Ensure that walls and surfaces are wiped clean of paint.
- Be sure that the building is properly secured (doors and windows) before leaving; heat and lights are turned off.
- Limited space and multiple on-going activities make it necessary for you and your students to confine their activities to the CAE classroom.

Completion of Class

- When the class is finished and the contract fulfilled, the employee will be paid per the terms of the contract by check. Please designate whether you prefer receiving your payment via mail or if you will pick up at the front desk.

Teaching Youth Classes (additional to above):

- Background check via Asset Control is required for teaching children under the age of 18 and is completed at no cost to the teacher.
- Mandatory Education program meetings may be required at the start of each teaching semester.

COVID Policy

- According to current Jefferson County, CO regulations,
- Volunteers, employees, and contractors of CAE 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 CAE.
- 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 email emiko@evergreenarts.org.