

Chester County Lifelong Learning (CCLL)

New Instructor Information Sheet

1. Instructor Compensation

Instructors are Independent Contractors of Chester County Night School (not employees). A contract will be sent to you at least two weeks prior to the start of your first class. Because you are an Independent Contractor, no taxes will be deducted from your final check. If you earn over \$600 in one tax year, CCLL will send you a 1099 form.

Your paycheck will be mailed at the completion of your course. Our auditors require that we receive a signed contract before we issue a paycheck.

We pay instructors \$30/hour for their teaching time if they teach in a school location. If you are offering your class at your place of business, then we offer a 50/50% split.

We will reimburse you for any authorized material/supply costs (ie. xeroxing), but you first must submit an estimate for approval when you fill out your Course Proposal Form. A receipt of the expenses must be submitted to us to receive reimbursement.

2. Instructor Responsibilities

- Complete contract and email or mail to CCLL
- Prior to first class, print your class roster by visiting our website and logging in using your ID and Password that is provided with your contract.
- On first night of class, arrive early to ensure classroom space is appropriate and that you have all requested equipment.
- Take roll at first class meeting. If someone is attending the class, but is not listed on the roster, write down their name and number and email it the next day to our office so that we can follow up with them. helpdesk@chestercountynightschool.org
- If they wish to join the class and pay for it the first evening, send them to the Site Coordinator table (if you are in a school location).
- Discuss student expectations and level of understanding of the topic(s) at the first class so that your teaching plan matches their expectations.
- If you are unable to teach a class due to illness or other circumstance, please make every effort to find a substitute and compensate them directly for their work. However, if you must cancel the class, it is your responsibility to contact all of your students as well as the CCLL office (610-692-1964). **Please don't rely solely on email for contacting your students; also contact them by phone.**

- Businesses: We value our partnership with area businesses, and we hope that you value the exposure that you receive in the wide distribution of our catalogs (150,000 circulation for the CCLL catalog). We forbid the direct solicitation of students or promotion of the business beyond the class topic. If a student questions you about other services/classes/products that you may offer, you can provide them with information. However, it is not permitted to provide this information unless a student directly approaches you.

3. Location Notes

If you teach at one of CCLL' primary school locations there will be a Site Coordinator(s) every evening in the front lobby. At your first class, the Site Coordinator will direct you and your students to your classroom. Site Coordinator(s) are available every night to assist you with issues with your classroom or any concerns that might arise with your students.

4. Room Use

- The schools are equipped with special white boards (usually at the front of the classroom) (Promethium Boards). DO NOT WRITE ON THE PROMETHIUM BOARDS. This will potentially ruin their surface. Regular white boards are usually at the sides of the classrooms and appropriate markers are available. If you have any questions or need help, see your Site Coordinator in the front lobby.
- Please do not erase any information that is on the white boards. This is important information prepared by the day time teacher.
- If you have a request that is different from the standard classroom setup (ie LCD projector, AV equipment, etc), please contact us via phone or email at least a week in advance of the start of your class so that we can make proper arrangements with the school.

IMPORTANT: We are guests in the schools, therefore it is extremely important that you do not move desks/chairs, erase whiteboards, borrow materials from teachers' desks and disturb the classroom in any way.

5. Contact Us

Chester County Night School
101 E. Gay St., Unit 40
West Chester, PA 19380

Instructor line: 610-692-1964
Email: info@chestercountynightschool.org
Website: chestercountynightschool.org

