

Thank you for your interest in teaching for the Tam District Community Education program. We are actively seeking to broaden and enrich our current class offerings to better serve the wants and needs of our community.

There are a few conditions regarding instruction within our program that you should know before you make the decision on whether to pursue your application.

Enrollment Requirements: Teachers who propose programs need to be aware that courses approved for publication are not income generating for teachers until the class actually opens with adequate enrollment.

Compensation: Teachers of fee-based classes are paid a starting salary of \$20 per hour for regular classes if the course meets the minimum enrollment requirement and are paid for instructional time only. Computer and fitness instructors will earn slightly more. Employment with the Tamalpais High School Union District is on a quarterly, short-term basis.

Teacher Credentials: Courses that are offered on a fee basis to the community require related instructor experience, but no formal teacher credential. All teachers are, however, required by law to be fingerprinted and cleared before the course commences.

If you continue to have interest in working with us, please complete a course proposal form at www.marinlearn.com and return it with your resume so we have an idea of your class time requirement, target audience and major focus. This will enable us to determine whether it will mesh with our present schedule of classes. Following a review of your course proposal, we will contact you to further discuss the possibility of offering your

Thank you for your interest in our program.

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Background Information

Tamalpais Union High School District Community Education Program serves approximately 10,000 lifelong learners each year at its three campuses: Redwood High in Larkspur, Tam High in Mill Valley, and Drake High in San Anselmo. We offer a diverse array of classes each quarter, from art to foreign language, personal and professional development to health and fitness. The program is self-supporting and funded entirely by class fees. A portion of enrollment fees is returned to the school where the class is taught, enabling the Community Education program to benefit the day school by funding improvements and acquisitions.

Our instructors frequently comment that we have delightful, interesting students, reflective of Marin County's population. Class compositions can vary from quarter to quarter, and may be diverse in age, abilities, and interests. Most students are actively engaged in their interests and are motivated by a desire to discover, making them ideal learners.

Unlike Tam Adult School, Community Education does not require its instructors to have credentials. The most important qualities for success as a lifelong learning instructor are passion for your subject, a desire to share what you know, and excellent presentation skills.

We operate a year-round quarterly program. All quarters except summer are eight weeks in length. Our winter quarter runs from mid-January to early March; spring from late March to Memorial Day; summer from mid-June to the end of July, and fall from mid-September to early November. Classes are held at our high school campuses on Monday - Thursday afternoons and evenings, and on some Saturdays.

Guidelines for Designing Classes

Our classes are designed to appeal to the diverse interests and needs of the seven segments of lifelong learners that our program addresses:

- Senior adults
- Baby boomers
- Gen X-ers
- Gen Y-rs

- Bilingual learners
- High school students
- Middle school students

While there is no predictable formula for success, there are some general guidelines we use to create new classes. The following points are suggestions. Please review this page for answers to the most commonly asked questions regarding new class proposals. Final decisions on courses are made by the Program Director.

Description and title - Try to describe your class in a way that is appealing to your target segment, and clearly describe what your potential students will take away from your course. Titles should be simple, positive and catchy.

Hours and days - As our largest segment is composed of working adults, most of our classes begin after 6:00 p.m. Exceptions are made for after school classes; however, many facilities at our high school sites are not available until after 4:00 p.m. Most classes are held Monday through Thursday, with exceptions made for Saturday workshops, usually held twice per quarter.

Duration - The content of your class will determine how long it will run each meeting, and for how many sessions. Unless the class is physically active, like ceramics, woodworking or art, we generally recommend that it not meet for more than two hours an evening. Classes may be as brief as one evening, or run for the entire eight-week quarter. Bear in mind that an eight-week commitment can be difficult for most adults, and attendance can fade around the sixth week.

Cost - Classes are priced according to a preset fee structure. We work to keep the cost low, competitive and consistent. We are a fee-based program, with our fees covering the instructor's salary, district overhead expenses and the production and distribution of 75,000 quarterly catalogues to Marin residents.

Location - In addition to our three campuses, we offer courses at several offsite locations throughout Marin County.

Planning - We work months in advance and schedule more than 300 classes per quarter. Our deadlines are a full quarter in advance of scheduled publication, i.e., our spring quarter catalog is completed at the beginning of the winter session.

Thanks for your interest. We look forward to working with you to offer a successful class!

Benefits

If you have a talent, gift or business that you would like to share, teaching a course for Tam District Community Education is a great way to earn extra money while performing a valuable service to the community.

If your class proposal is accepted, you'll become our partner and a member of the Tamalpais Union High School District family. Experience as a Community Education instructor gives individuals visibility in Marin County. Your name and course information will be published in our printed catalog, which is mailed to 75,000 households in southern Marin four times per year. Additionally, all of the information in our printed catalog will be showcased on our website at www.marinlearn.com.

As a fee based non-profit, we start most of our new instructors at \$20 per hour. With rare exceptions (offsite business), all of our instructors are employees of the Tamalpais Union High School District.

The first step is to fill out a proposal at www.marinlean.com. Click on the "teaching" link on the green menu to the left of the screen, then click "submit course proposal." This will give you the form that asks most of the questions we need answered in order to consider your class. Upon acceptance you will be sent an employee packet with instructions on how to be fingerprinted, and where to send the completed packet.

Thank you for your consideration.