

South Bay Adult School Community Education
Class Proposal Process

Dear Prospective Presenter:

Thank you for your interest in South Bay Adult School's Community Education program. If you are a knowledgeable expert in your field and you would like to share your passion with our community please complete a New Course Proposal and submit it by the due date below. We encourage you to visit our Web site at www.southbayadult.org to view our current offerings.

Due Dates: December 1, 2009	Spring 2010 consideration
March 1, 2010	Summer 2010 consideration
June 1, 2010	Fall 2010 consideration

- Review current Community Education offerings, to ensure that the potential class does not duplicate or conflict with current classes. Classes that are too similar in nature will not be considered.
- Submit a class proposal form online by the stated due date.
- Within approx. four weeks after the deadline, a committee will review all submitted proposals. Consideration will focus on the needs of the community.
- Applicants submitting proposals for classes not selected will be notified via U.S. mail.
- After the proposal review process is complete, potential instructors will be contacted for an interview. Instructors are responsible for being Live Scan fingerprinted for Redondo Beach Unified School District at your expense. A list of agencies will be provided. A TB test is also required (at our expense-we will provide the necessary information).
- After Board approval, the class will be published in our community education catalog, Web site and Redondo Beach public channel 45. It is to your benefit to market your class as well.
- Once each term, Karen Westberg, Director, and SallieTahajian, Principal, present a one-meeting class on *How to Become a SBAS Teacher*. If possible, please plan on attending this free seminar. Please contact us for class date.
- Classified Instructors are paid \$28.70/hr. Credentialed Teachers are paid \$31.58/hr.
- Community Education classes are self-sustaining. We receive no state funding. Fees are based on anticipated enrollment and minimum student registration numbers must be met.
- If you have any questions, please contact Marla Nagel, Administrative Secretary, (310) 937-3340 x204 or email mnagel@southbayadult.org

New course information 2009-2010 online