

Dear Community Education Instructor Applicant:

Thank you for your interest in teaching Community Education classes. We are a department in the Dietert Center. Please read the following to complete this process.

Instructor Pay

Community Education teachers may select one of **two ways** to be paid:

1. **Contract Labor** - Instructor will submit an invoice for the services rendered. Dietert Center will pay you as a contractor. You will be responsible for income tax and social security tax.
Information needed:
Social Security Number or Tax ID Number on the Instructor Application
2. **Volunteer** - Teacher may elect to donate their services.

All instructor applicants must complete the following:

- Criminal History Record Information Request (enclosed)
For the security of all students, we require criminal history information for ALL instructors.
- Dietert Center Instructor Application (enclosed)

If we accept your application, you will receive a Class Planning Form before each new session

IMPORTANT! Community Education is a community service - not a way to run your business or sell your products! We also reserve the right to reject or rearrange classes to avoid duplication and to fit into our schedule.

Please return the appropriate completed forms to:

Dietert Club Ed
451 Guadalupe St,
Kerrville TX 78028

If you have questions, please call 830-792-4044 Ext. 245

**Dietert Club Ed
Instructor Application**

Date _____

Last Name _____ First Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email _____

I am interested in teaching the following classes:

Experience related to subject area:

Best days & times to teach (check all that apply):

	Mornings	Afternoons	Evenings
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

List two (2) references familiar with your work

Name _____ Phone _____

Name _____ Phone _____

Please return to: Dietert Center Club Ed, 451 Guadalupe St., Kerrville TX 78028 •
830-792-4044 • email clubed@dietertcenter.org

What I Learned My First Year Teaching Adults **by Dr. Jerry Apps, LERN**

It's OK to smile.

Don't be so serious. I remember clearly my first month on the job. I was conducting a workshop for volunteer leaders of youth groups. "It's ok to smile once in a while." one of these leaders told me. "You're so serious. Have some fun when you're teaching - and we'll have some fun learning."

Arrive early.

I quickly learned that teaching adults usually means setting up chairs, or certainly rearranging them. Sometimes I've hustled around to find someone with a key to the meeting room. During my first year of teaching, more than a time or two I had to start the fire in the stove when we met winter evenings in seldom-used town halls and other such out-of- the-way meeting places. Had I not arrived early we would have had a mighty chilly learning session.

Start on time.

Start on time; end on time. "We're here on time," an older gentleman reminded me at the beginning of a workshop, when I suggested that some other people might be coming and we might wait a few minutes. People learn quickly when you start on time - they'll arrive promptly for succeeding sessions. Also, don't trap yourself into believing that people really want to stay beyond the announced quitting time. One or two may, but the majorities do not. Stop on time and stick around a few minutes for those with additional questions.

Pay attention to detail.

Let people know exactly what time your class meets, when and where. And don't assume an address, or a room number in a building will suffice. Draw a map. Put arrows on the wall and signs on the doors. Don't assume anything. If people can get lost, they will.

Have a plan for what you will teach and how you will teach it.

Know what content you plan to share so well that you can spend most of your time working on how you teach and less time fumbling with your notes. Be willing to abandon your plan when the situation demands. People want to know that you know where you're headed with your teaching. They are generally more than happy to follow when you do. But sometimes an exciting sidetrack develops. Part of the art of teaching, is knowing when to follow a sidetrack, and when to stay on course.

Use variety.

Have a variety of teaching strategies at your fingertips. Teaching adults doesn't always mean circling the chairs and having a group discussion, although that is certainly a useful approach. Sometimes lecturing is appropriate. Raising good questions often works well, so does teleconferencing, and interactive computers and a host of other teaching approaches.

Don't be afraid to try something new.

I don't know what possessed me, but I remember along about six months into my first year of teaching adults I decided some rope tricks might motivate my audience. So I worked out two or three of the dumbest rope tricks you could ever imagine. I tried them. And they failed miserably. But people laughed. I had gotten their attention.

- *Offered by the Dietert Center Club Ed department, 451 Guadalupe St, Kerrville, Texas 78028 • 830-792-4044 • email clubed@dietertcenter.org*