

In order to teach a paid Community Education Class or Activity, read the information and follow the steps below:

Instructors who would like to teach a paid community education course must first download, complete, and return the "[Instructor's Contract](#)" to the high school main office. A brief summary of the contents of this form is located below:

- A.) New classes can be offered at any time.
- B.) Instructors will be paid directly by their students for the courses they teach.
- C.) Instructors will be responsible for purchasing supplies for the course.
- D.) Instructors will be responsible for collecting an "[Adult Education Registration Form](#)" for each student as well as maintaining a "[Student Information Spreadsheet](#) (click her for .pdf version if you do not have Excel)" which will be provided by the district for the purpose of statistical gathering and data analysis.
- E.) The instructor will also be responsible for providing their students with refunds in the event their class is cancelled.
- F.) Instructors will be required to pay an "Instructor Administrative Fee" to the Naples Central School District of \$35 prior to the beginning of their course. This fee covers the administrative costs of the community education program such as printing, advertising, and facility use. This is a yearly fee that will be charged to each instructor every July 1st for the duration of their course. In the event that a course is offered without charge by an instructor, this fee may be waived.
- G.) The instructor is responsible for providing the detailed information of their course within the "Instructor's Contract." A text copy of this course information should be emailed to the address within the forms so that the district can properly advertise the instructors course as well as include the course within the "Community Education" section of the school website.