



Adult & Community Enrichment  
Suncoast Technical College, Sarasota County Schools  
4748 Beneva Road, Sarasota, FL 34233  
941-361-6590 \* Fax 941-925-6662

Dear Potential ACE Instructor:

Thank you for your interest regarding an Adult & Community Enrichment (ACE) instructional position at Suncoast Technical College. We strive to offer a wide variety of learning opportunities for adult students who are always eager to learn. If you have a special skill, vocation or expertise that you would like to share with the community, the Adult and Community Enrichment program might be a great fit for you.

We encourage you to learn more about the ACE program prior to submitting an application by visiting our website at: [ace-sarasota.com](http://ace-sarasota.com)

When you are ready to submit a course proposal(s), please complete the attached application packet and email it, along with your resume, to [galina.jordan@sarasotacountyschools.net](mailto:galina.jordan@sarasotacountyschools.net) or mail it to the address listed above. It may be several weeks before we work on the next class session. We will only contact you if we feel the classes you are proposing would be a good fit for our program.

I look forward to receiving your application.

Sincerely,

Danelle Gilberti  
Program Manager/ Suncoast Technical College  
Adult and Community Enrichment  
Sarasota County Schools

DHG/gj  
Enclosures

# **ACE Part-time Instructional Position**

## **The Application Process**

### **Step 1**

Applicant must complete an Adult & Community Enrichment (ACE) Part-time Instructor Application Packet. Please attached a copy of your resume along with your application. If applying for an art position, please submit a CD or a website link with photos of your work. Return to the ACE office at 4748 Beneva Rd, Sarasota, FL 34233 or email to galina.jordan@sarasotacountyschools.net.

If you are proposing a new class offering, the proposal should include an outline of what would be taught weekly, proposed length in weeks and hours, along with the class name and a course description.

Please be aware that it may be several weeks before we work on the next term of classes. You will be contacted if and when we feel your class(es) would be a good fit for the ACE program. Your application will be kept on file.

### **Step 2**

If it is determined your proposed class would complement the ACE program offerings, you will be contacted to interview in person. If you are proposing an arts or crafts class, please bring samples of your work to the interview. If it is agreed to move forward with the hiring process, you will begin the paperwork for becoming a part-time school district employee. Part of the process is to be fingerprinted and drug tested prior to employment.

Potential instructors will be given instructions for completing the Sarasota County School's Instructor online application. If you need assistance completing the district application, please contact their office at 941-927-9000, ext 31200. Two references are required and an email is automatically sent to them once you click on "save and submit" upon completion of the application. Please let the references know to expect an email with a short questionnaire from the school district.

Some instructors choose to teach for ACE as a volunteer. Requirements for volunteering for Sarasota County Schools consist of completing an online volunteer application. If this is one's preference, more information will be provided at the time of the interview.

All required paperwork MUST be completed before instructor can begin teaching.

a. *ACE Requirements:*

ACE PT Instructor Application	Signed contract
Worker's Compensation Form	Emergency Contact Form

b. *Human Resources Requirements:*

On-line Application	Photo ID such as Driver's License or Passport
Proof of Employability (original Social Security Card and official documentation)	
Security Background check	Oath of Loyalty Form
Demographic Form	Toxic Substance Form
Drug Screening (paid by ACE)	FBI Screening/Fingerprinting (paid by ACE)
Voided Check for Direct Deposit	W-4 Form

### **Step 3**

Once eligibility for employment has been verified, all new instructors must attend a New Instructor Orientation session. Orientation is most often scheduled directly before class start-up. Topics such as supplies, equipment requests, payroll procedures and general information will be discussed.

Employment as a part-time instructor at ACE is contingent upon the successful registration and enrollment of a minimum number of students. The minimum number of students is determined by the ACE administration prior to the startup of each term and will be discussed with you. If there are enough students enrolled, the class will proceed.



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## Application for Part-time Instructional Position

(PLEASE PRINT)

Name \_\_\_\_\_

Last

First

Middle

Email address \_\_\_\_\_ Date \_\_\_\_\_

Local

Address \_\_\_\_\_

Street

City

State

Zip

Other

Address \_\_\_\_\_

Street

City

State

Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

If you are not a U.S. citizen, are you legally permitted to work in this country? Yes \_\_\_ No \_\_\_

Would you be interested in working with the senior population in a retirement facility? Yes \_\_\_ No \_\_\_

At what locations are you willing to teach? Sarasota \_\_\_ Venice \_\_\_ North Port \_\_\_ Lakewood Ranch \_\_\_

In what subject area are you interested in teaching? \_\_\_\_\_

What class(es) are you proposing? \_\_\_\_\_

Please attach a one-paragraph course description that reflects the proposed course(s) content as well as the format and methods to be used. Proposals are assessed in the following manner:

- Is it a class we currently offer? Please check our class schedule on the web at [ace-sarasota.com](http://ace-sarasota.com).
- Is it broad-based enough to attract a sufficient number of students?
- Will the subject complement our other course offerings?

Circle the days and corresponding times you are available to teach:

9:00 am - 1:00 pm M T W TH F S

1:00 pm - 5:00 pm M T W TH F S

5:00 pm - 9:00 pm M T W TH

Describe your past/present teaching experience (if applicable):

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**Education**

School	Location	Years	Degree(s)
High School:			
College(s):			

**Work Experience**

Employment Dates (beg month/year thru end month/year)	Company Name (include address and telephone)	Job Title

**Please include a copy of your resume when submitting this application.**

**References**

You will be asked to submit two references at a later date as part of your Sarasota County Schools application.

**Fingerprinting and Drug Testing**

Prior to teaching, fingerprinting and drug testing are required and paid for by ACE. Your fingerprints will be researched by local, state and federal law enforcement agencies. Sealed or expunged records must be revealed to the School Board of Sarasota County pursuant to F.S. 943.0585 and 943.059.

**Proof of Employability**

Prior to hiring, you will be asked to produce your original social security card and a legal form of identification (driver’s license, passport, etc.). Your social security card must exactly match your identification.

**Agreement**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the School Board of Sarasota County (Adult & Community Enrichment at STC) to make such investigations and inquiries of my personal or employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I understand, also, that I am required to abide by all policies and procedures of the School Board of Sarasota County, Florida.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Compensation

The hourly pay rate for ACE part-time instructors teaching classes is calculated according to enrollment numbers for each class, determined after the second class meeting. Compensation is awarded on a four tiered system that is based upon class size relative to minimum and maximum enrollments, as determined by ACE administration when scheduling each class.

Tier Level	Rate	Conditions
Tier IV	\$30.60 per hour	Class enrollment meets assigned maximum
Tier III	\$24.48 per hour	Class enrollment exceeds 60% assigned minimum
<b>Tier II</b>	<b>\$18.36 per hour</b>	<b>Class enrollment meets assigned minimum</b>
Tier I	\$12.24 per hour	Class enrollment is under minimum but ACE and instructor agree to continue class less than assigned minimum

As you can see, those classes meeting their assigned minimum enrollment will be compensated at the **Tier II - \$18.36 per hour** pay rate.

Instructor pay shall increase as student enrollment increases. Those classes that have enrollments exceeding 60% of the established minimum are compensated at the Tier III - \$24.48 per hour pay rate. Classes that reach maximum enrollment will be compensated at the Tier IV - \$30.60 per hour pay rate. If class enrollment is less than the assigned minimum and the program administrator deems there is sufficient enrollment to proceed, the teacher has the **option** of proceeding with the class and being paid at the Tier I - \$12.24 per hour pay rate.

The hourly rate is paid in context of student contact time. Instructors are not paid for preparation time. Additional hours, if applicable, are determined and awarded by the program administrator. Because teacher pay is tied to enrollment for each class, it is possible that a teacher who teaches multiple classes may have multiple pay rates.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Security Background Check

Name \_\_\_\_\_ Social Security # (Last 4 digits) XXX-XX-\_\_\_\_\_

At the time of employment, your fingerprints will be researched by local, state and federal law enforcement agencies. Sealed or expunged records must be revealed to the School Board of Sarasota County pursuant to F.S.943.0585 and 943.059. Your employment with the Sarasota County School Board is temporary and probationary pending successful processing of your fingerprints. The following questions must be answered truthfully. Your omission of any criminal history information will result in immediate termination.

(Circle Yes / No)

1. Have you ever been convicted of an offense other than a minor traffic violation? Yes No
2. Have you ever been found guilty of a criminal offense? Yes No
3. Have you ever entered a nolo contendere or no contest plea? Yes No
4. Have you ever had adjudication withheld in a criminal offense? Yes No
5. Are there criminal charges currently pending against you? Yes No
6. Have you ever been imprisoned or jailed in a criminal proceeding? Yes No
7. Have you ever been placed on probation in a criminal proceeding?  
(Includes participation in a Pre-Trial intervention program) Yes No
8. Have you ever failed to appear in court or forfeited bond in a criminal proceeding? Yes No
9. Have you ever had a teaching certificate revoked? Yes No
10. Have you ever been reported to the Professional Practice Commission or comparable oversight agency in any state? Yes No
11. Have you ever been convicted as a child abuser by HRS or a similar agency? Yes No

If you answered Yes to any of the above, please explain below.

## ARREST

Arrest location \_\_\_\_\_ Arresting agency \_\_\_\_\_

Date of arrest \_\_\_\_\_ Offense \_\_\_\_\_

Final Disposition \_\_\_\_\_

By signing this document, I certify that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information, omission of any information requested or any misrepresentation of information requested. I know, understand and agree that any false statement or omission of information requested will result in my immediate termination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_