



Old Orchard Beach/Saco Adult Education

Course Proposal Form

Welcome to the world of Adult Education! We pride ourselves on offering a variety of quality, relevant educational experiences and are always searching for new ideas and great teachers!

Working in/on our school sites requires a **Criminal History Records Check** (background check & fingerprinting through the Maine Department of Education).

Hourly rate for new teachers begins at \$25.

Payment: Will you be providing an *EIN or joining our **Payroll System?

*Submit your **Employer Identification Number (EIN)**, a unique nine-digit number assigned by the IRS to businesses operating in the US, with a completed/signed federal W-9 form.

Joining our **Payroll System requires additional paperwork and a brief face-to-face meeting with RSU 23's Human Resources Department personnel to show proof of ID and filling out an I-9 form.

Materials costs are usually incorporated into the course fee (discussed at course prep and paid after course completion).

Thank you for your interest in our program.

PLEASE PRINT

Legal First/Last Name: _____

Date of Birth: _____ Last 4 of SSN: _____

Business Name (if applicable): _____

Address: _____ **City:** _____ **ST:** ____ **Zip:** _____

Phone: Day _____ Eve _____ / **Email:** _____

What is the best time / way to reach you? _____

Suggested Course Title: _____

When would you like to offer the class (day/time)? _____

Sessions (#)? ____ / **Hours per session (#)?** ____ **# of Participants? Min:** ____ **Max:** ____

Where would you like to offer the class?

Your location (business name/address) _____

In one of the RSU 23 Schools OR Saco Learning Center

In four to eight sentences, describe your course offering with details of what students will do/accomplish in class (or attach separate document).

Please provide a 2-4 sentence bio outlining your qualifications to teach this class.

Please list all materials students will need, including approximate cost.

What kind of space will you require (gym, classroom, dance/exercise space, kitchen)?

What equipment will you require (ViewSonic, SmartTV)? *Specialty cooking equipment not provided.

Will you need any copies made? (up to 20 pages per student, black & white only, and handouts to be submitted a minimum of one week prior to class start). Y / N

Additional comments / details you'd like to provide:

Our Semester Dates

Fall: September – early December

Winter: January – March

*Spring: April – mid-June

*Summer: July – August (offsite only)

Course Proposal Due (estimated)

Proposal due on/before June 1st

Proposal due on/before October 1st

Proposal due on/before end of January

Proposal due on/before end of January

*Spring/Summer in a shared catalog.

Submitting Your Proposal

Email: rstone@rsu23.org

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