

## St. Johns County Community Education Course Proposal

Please complete application and return to Miriam Testasecca via email [testasm@stjohns.k12.fl.us](mailto:testasm@stjohns.k12.fl.us) or fax 904-547-7677 to be eligible to teach courses in the Fall 2011 semester.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Contact information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Other: \_\_\_\_\_

Name of course/workshop/seminar: \_\_\_\_\_

School/location preferred: \_\_\_\_\_

Description of course/workshop/seminar:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long are the class sessions? \_\_\_\_\_ hours/per evening (3 hours maximum)

How many meetings per week? \_\_\_\_\_ Indicate which day(s) you prefer to teach \_\_\_\_\_

How many weeks will the classes meet? \_\_\_\_\_ (Note: courses typically run 6 to 9 weeks)

Special equipment required: \_\_\_\_\_

Space requirement: \_\_\_\_\_

Describe prior experience teaching this class, and include a reference, with contact information:

\_\_\_\_\_  
\_\_\_\_\_

Please Circle one: I am a SJCS D Employee, Non-Employee, Substitute Teacher, Adjunct Coach, Approved Vendor

**Community education instructors are hired by Staffing of St. Augustine, Inc., not the St. Johns County School District. Decisions as to which courses will be taught will be made by school principals and St. Johns County School District Community Education staff. Submission of a course proposal does not guarantee that the course will be offered. Instructors will be notified of acceptance one month before the first day of class to allow time for hiring, processing, and scheduling of classes. If you have questions, call 904-547-7565 or 547-7503 or visit the website [www.siccommunityed.com](http://www.siccommunityed.com).**

**Note: If you do not have a completed background check on file with the SJCS D, you must do so before the beginning of classes. There is a one time fee of \$57.00. Call 904-547-7611 for more information.**

For Office Use Only

Fingerprints Cleared

Date \_\_\_\_\_