



List your preferred dates and times that you would like to teach this class.

Start Date	End Date	Days of the Week	Class Start Time	Class Finish Time
		<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<hr/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<hr/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

Required Books (if any)

<b>Book Title:</b>	<b>ISBN-13:</b>
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<b>Book Title:</b>	<b>ISBN-13:</b>
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Check the items you need to teach this class:  Computer  Internet Connection  LCD Projector  
 Whiteboard  Flip Chart  Long Tables  Standard Seating  
 Other:

**INSTRUCTOR BIO**

Minimum Requirements to Teach - Check Applicable Boxes (see instructions on Page 3)
<input type="checkbox"/> College Degree <input type="checkbox"/> 2 Years Work Experience <input type="checkbox"/> 5 Years as Hobbyist <input type="checkbox"/> Credential/Certificate <input type="checkbox"/> Other (attach statement)
Qualifications related to this course:          

Please also include a current copy of your resume/vitae.

**NOTE:** Typed information cannot be saved. After completing this form - print it; then mail, fax, or hand-deliver it to:

Office of Contract & Community Education  
 Cerro Coso Community College  
 3000 College Heights Boulevard  
 Ridgecrest, CA 93555



**Fax: (760) 375-4776**

To e-mail the completed form: print it, scan & save as a PDF document, and e-mail it as an attachment to:  
[communityed@cerrococo.edu](mailto:communityed@cerrococo.edu)

Questions? Contact us at (760) 384-6106

# Policies & Procedures for Community Education Instructors

*Please read before submitting the Class Proposal Form*

## APPLICATION PROCESS

Individuals who would like to develop and teach a community education class for Cerro Coso Community College must complete and submit a Class Proposal Form to the Office of Contract & Community Education.

Qualifications for Community Education Instructors (hereinafter referred to as “Professional Experts”) will be evaluated by the Contract & Community Education Manager (CCEM) on a case-by-case basis, however, all candidates must satisfy at least one of the following requirements:

- A master’s degree or bachelor degree in the subject area to be taught
- or
- Minimum of 2 years of work experience in the subject area to be taught
- or
- Minimum of 5 years of personal experience as a hobbyist in the subject area to be taught
- or
- A credential or certificate from a verifiable source showing evidence of subject proficiency in the subject to be taught

Candidates for Professional Expert must indicate in the “Instructor Bio” section (on Page 2 of the Class Proposal Form) which of the above requirements have been met. Candidates also need submit their resume and list in the “Instructor Bio” section all direct experiences that relate to the chosen subject.

Candidates that do not meet any of the above requirements are encouraged to submit a separate sheet of paper detailing how they possess the knowledge and skills to develop and teach their chosen subject.

## INTERVIEW PROCESS

**Stage 1:** The Contract/Community Education Manager (CCEM) or Community Services Coordinator (CSC) will conduct a preliminary telephone interview with every individual who submits a properly completed Class Proposal Form. The CCEM or CSC will determine which candidates move to Stage 2 in the process.

**Stage 2:** If the community education class is to be offered on the Indian Wells Valley campus (Ridgecrest, California) the CCEM or CSC will conduct an in-person interview. If the class is to be offered at a different CCCC campus, the director of the applicable campus will conduct the in-person interview.

**Stage 3:** If the candidate is approved for hire, he/she will be required to sign a Temporary Employment Agreement (provided by the CCEM or CSC) and complete the Kern Community College District (KCCD) employment package (which may include a TB Exam and DOJ Fingerprint Scan). The candidate may also have the option of working as an Independent Contractor if he or she qualifies.

## DEVELOPING THE CLASS

The CCEM or CSC may alter the class title, learning objectives, dates, times, and registration fees based on the logistical, financial, or marketing requirements of the Office of Contract & Community Education. The Professional Expert will be consulted in advance about any alterations and have the opportunity to provide input and alternatives.

The CCEM or CSC will provide the Professional Expert with:

- A Syllabus Template
- A PowerPoint Template (if the Professional Expert elects to use a PowerPoint presentation)
- A CCCC classroom based on the preferences listed on the Class Proposal Form
- Photocopies of instructional materials (if applicable)

## COMPENSATION

To be discussed during the interview process.