



Adult and 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 and 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 Adult and Community Enrichment program prior to submitting an application by visiting our website at: [www.ace-sarasota.com](http://www.ace-sarasota.com).

When you are ready to submit a course proposal(s), please complete the attached application packet and return it to us at the address listed above. It may be several weeks before we work on the next class session. We will contact you to schedule an interview 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



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### The Application Process

#### **Step 1**

Applicant must complete an ACE @ Suncoast Technical College Application Packet for a Part-time Instructional Position as well as a Security Background Check form. Return it to the ACE office at 4748 Beneva Road, Sarasota, FL 34233. A resume is optional, but recommended. If applying for an art position, please submit a CD or a website link with photos of your work.

If you are proposing a new class offering, submit the idea in writing. This 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 of the proposed class.

Please be aware that it may be several weeks before we work on the next class session. **You will be contacted if and when we feel your class would be a good fit for the ACE program.** Your application will be kept on file indefinitely.

#### **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, at that time, 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 online application\*. If you need assistance completing the district application, please contact their office at 941-927-9000, ext. 31200. Three references are required and are automatically emailed to them once you click on "save and submit" after completing the application. Please be certain you enter in emails accurately and choose those who frequently use email.

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

#### PERTINENT INFORMATION REGARDING HIRING

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

|                              |   |
|------------------------------|---|
| <b>ACE Requirements</b>      | <b>Human Resources (Landings) Requirements</b>                        |
| Worker's Compensation Form   | On-line Application/Security Background Check                         |
| Emergency Contact Form       | Oath of Loyalty Form  |
| Contract Signed              | W-4 Form  |
| Drug Screening (paid by ACE) | Demographic Form  |
|                              | Toxic Substance Form  |
|                              | National FBI Screening/Fingerprinting (paid by ACE)                   |
|                              | Proof of Employability (original S.S. card & official identification) |
2. Employment as a part-time teacher at Adult and Community Enrichment 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.

#### **Step 3**

##### New Instructor Orientation

Once eligibility for employment has been verified, all new instructors must attend an 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. Revised



**Education**

| School       | Location | Years Attended | Degree(s) |
|--------------|----------|----------------|-----------|
| High School: |          |                |           |
| College(s):  |          |                |           |
|              |          |                |           |

**Work Experience (you may attach resume)**

| Employment dates (1st month/year beginning thru month/year ending) | Company Name (include address and telephone) | Job Title |
|--|--|-----------|
|  |  |           |
|  |  |           |
|  |  |           |

**References**

You will be asked to submit three references at a later date.

**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 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 SCTI) to make such investigations and inquires 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 \_\_\_\_\_



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Effective January 1, 2014, the hourly pay rate for part-time SCTI instructors teaching classes not requiring certification, 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 SCTI administration when scheduling each class.

| Tier Level | Rate      | Conditions  |
|------------|-----------|---|
| Tier IV    | \$30/hour | Class enrollment meets assigned maximum   |
| Tier III   | \$24/hour | Class enrollment exceeds 60% assigned minimum   |
| Tier II    | \$18/hour | Class enrollment meets assigned minimum   |
| Tier I     | \$12/hour | Class enrollment is less than assigned minimum, if administrator deems enrollment is sufficient (and instructor agrees) |

As you can see, those classes meeting their assigned minimum will be compensated at Tier II on the pay scale - ~~\$18.00~~/hour. Instructor pay shall increase if enrollment figures meet certain percentage numbers above the set minimum. Those classes that have enrollments exceeding 60% of the established minimum shall pay teachers on Tier III - ~~\$24~~/hour. Classes that fill will generate compensation at Tier IV - ~~\$30~~/hour. If a class draws enrollments that are less than the minimum, the teacher has the option of being paid at Tier I - \$12/hour, if the administrator deems there is sufficient enrollment. Preparation time will no longer be awarded.

The hourly rate is paid in context of student contact. 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

\_\_\_\_\_  
Printed Name

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# Security Background Check

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

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 your immediate termination.

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

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

### ARREST

Where Arrested: \_\_\_\_\_ 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