

Prospective Teachers,

We are delighted that you are considering teaching a WWHM class. **You will need to complete the following forms: Class Description, Teachers Bio & Testimony and Teacher Contract.** Your Bio and brief summarized class description will be published in our brochure and website.

All teachers may charge a book, material or lab fee per class. Be sure to separate the costs. You will not be reimbursed for any expenses that are beyond your total fees. So make a conservative estimate when figuring up lab and material fees.

Once a member has met their volunteer requirement or offered one class for free (usually the lower level class) then they may charge a teacher fee. So can professional independent contractors. The recommended teacher fee guidelines are as follows:

Grade Levels	Independent Contractor	WWHM Members
Elementary 1 -5	0- \$30	\$0
Middle 6 –8	0 - \$50	\$0-\$30
High School 9 -12	0 - \$75	\$0 - \$50

All class, teacher fees and curriculum must be pre-approved by the Education Ministry Team Leader. High School Teachers will be held at a higher standard and expected to give grade reports.

Due to the administrative work involved teacher **forms will need to be turn in by October for 2nd semester classes and in March for 1st semester classes.** Please fill one out even if you are not sure you will be able to teach. Time wise it is easier to drop a class then add one to the schedule. We put a disclaimer on all of the course schedules that says “Attentive Schedule Subject to Change”.

Before the schedule is finalized we usually have a teacher meeting to review the draft schedule as a group and make any needed changes. After that meeting the leadership team will not make any changes without evaluating the overall effect that it has on the group as whole and on the individuals. **No class schedule changes will be made after it has been published and distributed to members.**

All teachers will be required to attend the teacher meeting, orientation and registration for enrollment in August and January.

Middle and Elementary Teachers will need to provide a brief description or outline of the material covered in their class at orientation to parents. Also the dates that class begins and ends, your phone number and email address.

High School Level Teachers will be required to provide a written semester syllabus and grading system to parents and students either at orientation or 1st day of class. If you do not hand out the syllabus at orientation then please have a brief description or outline of the material covered at orientation. Include any other expectations you may have for your students and their parents if you like. Also the dates that class begins and ends, your phone number and email address.

Thank you for considering teaching. I look forward to working with you all. Please call if you have any questions in filling out the attached form. 316-841-2195

In His Service,
Lisa Jaqua