

## **ADULT EDUCATION**

Victor School is paying teachers of Adult Education classes \$25.00 per hour. An additional half hour for preparation time for every session (2 hours only) can be added. The pay period is from the 11<sup>th</sup> of each month to the 10<sup>th</sup> of the next month. Please turn your time sheet in ASAP after the 10<sup>th</sup>. Put your time sheet in the drop box or the mail box labeled Neville. Pay day is the 20th. Two time sheets are attached.

If you need to purchase supplies, please use the regular requisition forms. Make sure adult education is written somewhere on the form, so we can code it correctly. If you are using supplies already purchased from the general fund, please track the expenses and we will either reimburse general or restock using adult education \$\$.

We tried to keep all the classes in one general area or in rooms with easy access. There will be signs or someone to help guide the first week. Be respectful of the custodians and keep your area as clean as possible.

Class sign ups and lists - Make checks payable to Victor School. Give checks/money and a copy of the class list to the District Office. You can put them in the lock boxes. We will make out receipts and give them to you for your next class. We will take names and phone numbers of extras in case of cancellations or no shows. If there is not three or more students, then class will be cancelled. Please have students register through the main office and not through you. It will be less confusing that way.

Cancellations - If you need to cancel or reschedule a class contact me ASAP and we will try to call the class. Make sure you keep a class list at home, too. If a student attends one class, then decides to quit, cancel or just doesn't come again, please explain to your first class in session that there will be NO refunds, not even partials.

When you get your money collected, please put the money and the roster in the envelope and put into one of the drop boxes in the mail room. Any custodian could show you where they are.

Thank you and have a great class.

Shelley O'Leary  
Adult Ed Coordinator  
406-642-3221 Ext. 264