



Edina Community Education
ADULT EDUCATION

KEY INFORMATION FOR INSTRUCTORS

Welcome! Thank you for sharing your knowledge and passion as an Edina Community Education instructor! You are the heart and core of our community-centered program, and we will do everything we can to support you and make your class a success for all. We hope that the following information will help your class run smoothly. Please contact us with ideas, questions and suggestions that can help us strengthen our program and better meet community needs.

Donna Comer, Adult Programs Supervisor
Donna.Comer@edinaschools.org | 952-848-3954

CLASS ATTENDANCE

Use the class roster provided to take attendance. If there are people in your class who are not on the roster, please write down their name, email address and phone number. After class, share this information with us so we can ensure that all who attend are registered: 952-848-3952 or comedu@edinaschools.org

IF YOU NEED HELP

Day/Evening Custodian Cell Phone: **612-875-1055**
Edina Community Center Office: **952-848-3952**

PASSWORDS FOR WI-FI AND COMPUTERS

- Edina Public Schools provides free wifi. Please select "Edina-Open."
- If you are using the district-owned computer, you will need to log into the computer itself. Use "**AdultEd**" as the username and "**educate2008**" as the password.

FOLLOW-UP CLASS EVALUATION SURVEYS

We send course evaluation surveys to participants in all of our classes. These surveys are sent out to participants the day after your class ends. We are always happy to share survey results with you; contact us for more information!

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INVOICE & W-9

Complete and sign the attached invoice in order to be paid.

- We'll use the terms outlined in the instructor contract. This is the document we emailed you when we were finalizing class details; you emailed back your approval and helped us proof class details for the catalog.
- If this is your first time submitting an invoice, you will also need to fill out and sign a W-9 form. Note that you only need to do this once—the first time you submit an invoice.
- Keep in mind that school systems like Edina Public Schools have by law up to 35 days to pay invoices. Further, all checks are approved by the Edina School Board and mailing dates are determined by the dates of the school board meeting. Bottom line: it can take about a month for the check to arrive in the mail.

ABOUT US

Based on a fundamental belief in lifelong learning and community involvement, Edina Community Education provides opportunities to learn, serve and connect for community members of all ages. Our programs include Early Childhood and Family Education, youth Out-of-School Time programming, Adult Basic Education, Adult Enrichment, a volunteer program, and more. Our mission is to enrich lives and strengthen community.

ABOUT OUR STUDENTS

Our students, like our instructors, have busy lives and have high expectations for time spent in our classes. They are internally motivated, they value continuous learning, and they seek opportunities for growth. They count on our instructors to be enthusiastic about the course subject and able to facilitate meaningful conversations and connections. Above all, they are looking for a sense of accomplishment. At the end of class, please help them define and celebrate what they have accomplished in their time with you!

A NOTE ON ADVERTISING/PROMOTION

Community Education is first and foremost an opportunity for continuous learning and personal growth while making connections with community members. It is not a vehicle for advertisement, promotion or solicitation of future business. Help us preserve this spirit of community education! You are welcome to leave business cards on a side or back table for students to take at the end of class, but please do not otherwise promote your business. If you use handouts (and we hope you do), you are welcome to include your name and professional credentials, but please do not include company logos.

5701 Normandale Road | Edina, MN 55424 | 952-848-3952 | comedu@edinaschools.org

