Adult & 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:

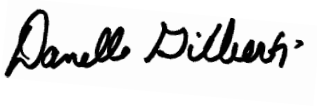
Thank you for your interest in an Adult & Community Enrichment (ACE) instructional position at Suncoast Technical College. We strive to offer a wide variety of learning opportunities for adult students who are always eager to gain new knowledge. If you have a special skill, vocation, or expertise that you would like to share with the community, the Adult & Community Enrichment program might be a great fit for you.

We encourage you to learn more about the ACE program before applying by visiting our website at: ace-sarasota.com

When you are ready to submit a course proposal(s), please complete the attached application packet and email it along with your resume to galina.jordan@sarasotacountyschools.net or mail it to the address listed above. It may be several weeks or months before we begin reviewing submissions for the next term. We will only contact you if your proposed classes are 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

ACE Part-time Instructional Position
Application Process

Step 1 – ACE Application Packet

Applicants must complete an Adult & Community Enrichment (ACE) Part-time Instructor Application Packet.

If applying for an art position, include a website link showcasing your work or provide a sample portfolio of images. For any new class not currently offered at ACE, please include a course outline with weekly topics, proposed number of sessions and total hours, class title, and a course description.

Submit your completed application, along with your resume, to galina.jordan@sarasotacountyschools.net or mail to the ACE office at 4748 Beneva Rd, Sarasota, FL 34233.

Please note that it may take several weeks or months before submissions are reviewed for the next term. Applicants will be contacted ***only*** if their proposed classes are determined to be a good fit for the ACE program. All applications will be kept on file.

Step 2 - Interview

If your proposed classes are determined to complement the ACE program offerings, you will be contacted to schedule an in-person interview. If applying to teach an art class, please bring samples of your work to the interview.

If selected to move forward in the hiring process, you will receive instructions for completing the Sarasota County School District's employment application to become a part-time employee.

Some instructors choose to teach for ACE as a volunteer. Volunteer requirements include completing an online volunteer application. If you are interested in teaching as a volunteer, additional information will be provided during the interview.

Step 3 – District Online Application

If you need assistance completing the Sarasota County School District's online application, please contact the Human Resources office at 941-927-9000, ext. 31200.

Two references are required. Once you submit your completed application, an automated email will be sent to your references with a short questionnaire. Please notify your references in advance to expect this email.

All required paperwork must be completed before an instructor may begin teaching.

ACE Requirements:

- ACE Part-time Instructor Application
- Worker's Compensation Form
- Conflict of Interest & Non-Solicitation Agreement
- Emergency Contact Form

Human Resources Requirements:

- Online Application
- Photo ID (ie: driver's license or passport)
- Demographic Form
- Proof of Employability (original Social Security card and supporting documentation for non-US citizens)
- Oath of Loyalty Form
- Toxic Substance Form
- W-4 Form
- Voided check for direct deposit
- Fingerprinting and Background Check (paid by ACE)
- Drug Testing (paid by ACE)

Step 4 – Orientation and Enrollment Requirements

Once eligibility for employment has been verified, all new instructors are required to attend an ACE New Instructor Orientation session. Orientation is scheduled prior to the start of each term and will cover topics such as supplies, equipment requests, payroll procedures, and general information.

Class offerings are subject to minimum enrollment thresholds established in advance by ACE administration. Scheduled classes will proceed only if the minimum enrollment is met. Part-time instructor compensation is contingent upon having sufficient student enrollment and increases on a tiered basis as enrollment grows.

Adult & Community Enrichment
at Suncoast Technical College
Sarasota County Schools
4748 Beneva Road, Sarasota, FL 34233
(941) 361-6590 Fax (941) 925-6662

Application for Part-time Instructional Position

Name_____
Last First Middle

Email Address_____ Date_____

Local
Address_____
Street City State Zip

Other
Address_____
Street City State Zip

Home Phone_____ Cell Phone_____

If you are not a U.S. citizen, are you legally permitted to work in this country? Yes____ No____

Would you be interested in working with seniors in an active living community? Yes____ No____

At what locations are you willing to teach? Sarasota___ Venice___ North Port___ Lakewood Ranch___

What subject areas can you teach (also include any currently offered at ACE)?_____

_____

What class(es) are you proposing? _____

_____

_____

_____

For any new class not currently offered at ACE, please include a course outline with weekly topics, proposed number of sessions and total hours, class title, and a course description.

Proposals are assessed in the following manner:

- Whether the class is currently offered; refer to the course schedule on the web at ace-sarasota.com.
- Whether the subject is broad-based enough to attract a sufficient number of students.
- Whether the subject complements our other course offerings.

Circle the days and corresponding times you are available to teach:

9:00 am - 1:00 pm	**M**	**T**	**W**	**Th**	**F**		9:00 am - 12:00 pm	**Sa**		
1:00 pm - 5:00 pm	**M**	**T**	**W**	**Th**	**F**		12:00 pm - 3:00 pm	**Sa**		
5:00 pm – 9:00 pm	**M**	**T**	**W**	**Th**						

Describe your past/present teaching experience (if applicable):

_____

_____

_____

_____

_____

Education

School	Location	Years	Degree(s)
High School:			
College(s):			

Work Experience

Employment Dates (beg month/year thru end month/year)	Company Name (include address and telephone)	Job Title

Please include a copy of your **resume** when submitting this application.

References

You will be asked to submit two references at a later date as part of your Sarasota County Schools application.

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** exactly match your identification.

Drug Testing and Fingerprinting

Prior to employment, fingerprinting and drug testing are required and paid for by ACE. Your fingerprints will be researched by local, state and federal law enforcement agencies. The School Board of Sarasota County maintains a drug-free workplace. The use of marijuana, including medical marijuana, is not permitted for employees. A positive drug test will result in disqualification from employment.

Compensation

Would you be interested in teaching as a **volunteer** instead of as a paid instructor? Yes____ No____

The hourly pay rate for ACE part-time instructors is based on class enrollment and is determined after the second class session. Compensation is structured on a tiered system tied to the class size relative to the minimum and maximum enrollments established by ACE administration at the time of scheduling. The instructor's pay increases as enrollment rises.

TIER	PAY RATE	CONDITIONS
Base	**$21 per hour**	**Class enrollment meets assigned minimum**
Mid	$25 per hour	Class enrollment 60% above minimum
Max	$31 per hour	Class enrollment meets assigned maximum

Base Tier:
Classes that reach their minimum enrollment are paid at the **Base Tier pay rate of $21 per hour**.

Mid Tier:
Classes that exceed the minimum enrollments by 60% are paid at the Mid Tier pay rate of $25 per hour.
For example: if the class minimum is 6, the Mid Tier pay rate applies once enrollment reaches 10 students.

Max Tier:
Classes that reach the maximum enrollment are paid at the Max Tier pay rate of $31 per hour.

Below Min:
If class enrollment is less than the assigned minimum and the program administrator deems there is sufficient enrollment to proceed, the instructor has the **option** of proceeding with the class and being paid at the Below Min Tier pay rate of $18 per hour.

The hourly rate applies to student contact time only. Instructors are not paid for preparation time. Any additional hours are determined by the program administrator. Because compensation is tied to enrollment for each class, instructors teaching multiple classes may receive different pay rates for each class.

Payroll sheets are signed and submitted monthly. Payments are direct deposited into your bank account on the 15th of the following month.

Security Background Check

Prior to 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 immediate termination.

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

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

ARREST

Arrest location_____ Arresting agency_____

Date of arrest_____ Offense_____

Final Disposition_____

Agreement

By signing this document, I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge, with no falsification, omission, or misrepresentation. I authorize the School Board of Sarasota County (Adult & Community Enrichment at STC) to conduct any necessary investigations into my personal and employment history in connection with my application, and I release all employers, schools, and individuals from liability for providing such information. I understand and agree that any false statement, misrepresentation, or omission may result in my immediate dismissal. I also agree to abide by all policies and procedures of the School Board of Sarasota County, Florida.

Signature_____ Date_____

Print Name_____ Social Security # (Last 4 digits) XXX-XX-_____

Conflict of Interest & Non-Solicitation Agreement

As a part-time instructor with Sarasota County Schools, I agree to maintain professional boundaries that support the integrity of the Adult & Community Enrichment program and protect the participants from personal solicitation.

1. **Student Privacy & Confidentiality**
   All student contact information, including names, phone numbers, and email addresses, is confidential and is provided to ACE for class purposes only. Instructors may use this information solely for purposes directly related to their ACE classes. Using students private contact information for personal use, marketing, outreach, or any purpose unrelated to ACE class is prohibited.
2. **Conflict of Interest**
   Instructors must avoid situations in which personal, professional, and financial interests conflict, or appear to conflict, with their responsibilities to ACE. This includes using your teaching position to promote outside ventures.
3. **Prohibited Activities**
   While teaching or interacting with students in connection with ACE, instructors may NOT:
   - Solicit students for private classes/lessons, external programs, or classes offered at other organizations.
   - Promote, advertise, or market personal businesses, services, or products, including but not limited to books, CDs, artwork, blogs or newsletters.
   - Distribute marketing materials or direct students to external paid offerings.
   - Sell goods or services or exchange money with students at STC campus or any off-site class locations.
4. **Permitted Conduct**
   While teaching or interacting with students in connection with ACE, instructors MAY:
   - Briefly share relevant professional background or credentials as they relate to the subject matter being taught in class.
   - Instructors may mention that they've written and published a book, have artwork in a gallery, composed a song, etc.
   - Instructors may mention a business they own but any mention of outside work must be informational only and not include calls to action, pricing, or invitations to engage in outside services.
5. **Outside Teaching**
   We recognize that instructors may offer classes at other institutions and venues. However, we ask that similar courses be presented with some distinction. Please aim to differentiate timing, course titles, descriptions, or focus when offering comparable classes locally. This helps minimize participant confusion and supports strong enrollment across all programs.
6. **Disclosure**
   Instructors are required to disclose any actual or potential conflict of interest to the Program Director for review and discussion.
7. **Enforcement**
   Violation of this agreement may result in disciplinary action up to and including termination.

Acknowledgment

I have read, understand, and agree to comply with this Conflict of Interest & Non-Solicitation Agreement.

Instructor Name: _____ Date: _____

Signature: _____