



Virtual & On-Site Enrichment Classes

Instructor Information

General Position Requirements

- Background Checks: If you are not certified or current with certification through the Missouri Department of Elementary and Secondary Education (MO-DESE), a background check will be completed by Gifted Support Network at no cost to you.
- Temporary Employment Agreement: All GSN instructors are required to complete and sign a temporary employment agreement, which includes all of the information in this document. The instructor is asked to comply with GSN check-in/check-out procedures, proper communication regarding student needs, and provide class information in a timely manner to the Program Coordinator. In return, GSN agrees to pay the instructor for his/her time in accordance with the pay structure listed below.
- Curriculum and/or Lesson Plans: All GSN instructors are expected to provide his/her own curriculum and/or lesson plans for his/her class. You will be required to send a short class description to the GSN Program Coordinator for posting your class on the GSN website.

General Instructor Expectations (All Classes)

- Timeliness: All GSN instructors are expected to have curriculum, lesson plans, and supplies prepared by the day of class. For on-site classes, please arrive at least 30 minutes prior to class to ensure proper set-up, and preparation to receive/check-in students. (Students begin arriving approximately 10-15 minutes before the start of class.) For virtual classes, please sign on at least 15-20 minutes prior to class to ensure all technical issues are resolved ahead of class time.
- Communication: In order to serve our instructors and families to the best of our ability, we ask that our instructors share any concerns, needs or issues with GSN as they arise. This includes any hardship/conflict with students, parents or other instructors.

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On-Site Class Information & Expectations

- **Class Structure:** Classes are held in Spring and Fall for 2-4 consecutive Saturdays at Spencer Library in St. Peters. Instructors should plan to teach from 9am – 11:45am, and reserve 5-10 minutes for clean-up. Classes should be a “one-and-done” format. Four students minimum are required to hold class; the maximum per class is 14 (or a number specified by the instructor).
- **Set-Up/Clean-Up:** When teaching on-site classes, instructors are expected to leave the space he/she uses as clean or cleaner than he/she found it. It is GSN’s policy to make sure the space used is clean and suitable to be used by whomever uses it next.
- **Registration:** Instructors will use GSN’s check-in and check-out procedures for students and parents/guardians. Students will be checked in by the instructor in their assigned classrooms. Parents/guardians are given a pick-up slip, which is required for student pick-up. At check-out time, students must remain in the classroom until his/her parent/guardian shows proper identification for pick-up. Wandering or sitting in the hall is not permitted. A parent/guardian must show the pick-up slip in order for the student to leave with him/her for safety and liability purposes.
- **Materials & Supplies:** All instructors are expected to provide his/her own kits, major materials and major supplies for classes. GSN will provide paper, glue sticks, pencils, scissors, markers/crayons, post-it notes, and scotch tape. Any material needing to be copied should be submitted to the GSN Program Coordinator at least 1 week prior to the class date. All other materials and supplies must be provided by the instructor.
 - **Supply Reimbursement:** The cost for any other minor supplies for classes may be submitted on an expense report (or purchased ahead of time by GSN and brought to class for you). The expense report must be completed as of the class date and submitted to the Program Coordinator for reimbursement. Reimbursement will be included at the time of the instructor’s payment. Class supply reimbursement should not exceed \$25 without prior approval. Tax exempt status applies. Any unused supplies are the property of GSN.
- **Student Responsibility:** For the safety of our students, instructors are refrain from leaving any child unattended. If a student needs to leave the classroom, he/she must be escorted by the GSN Program Coordinator, or another appointed GSN volunteer on premises. All students must be accompanied or overseen by a GSN-appointed adult at all times, even in the classroom.
- **Special Needs/Accommodations for Students:** GSN provides instructors with an enrollment form for each student in his/her class which lists any allergies, medical diagnoses, or special needs. It is the instructor’s responsibility to make him/herself aware of said needs and make appropriate accommodations and/or communicate any needs for his/her students to the Program Coordinator. Under the Americans with Disabilities Act, GSN is obligated to do its best to make reasonable accommodations for students with special needs or medical diagnoses. As a temporary employee of GSN, the instructor agrees to also do his/her best to make accommodations for any special needs of students. If special accommodations are needed, a one (1) week notice is required. In the event an allergy/medical diagnosis/special need is not listed on the enrollment form and a parent/guardian verbally shares this information with the you, you will be required to make the Program Coordinator (or another present GSN appointed adult) aware of this information immediately.

Virtual Class Information & Expectations

- **Class Structure:** Classes are held via Zoom. Days and times may vary. Times are based on the instructor's availability or preference. Classes are split according to age groups: grades 2-4 and grades 5-7. Four students minimum are required to hold class; the maximum per class is 20 for grades 2-4, and 25 for grades 5+ (or a number specified by the instructor).
 - During the school year, class may be held on a Saturday or Sunday
 - During Summer months, class may be held Monday-Friday for approx. 45 minutes per day
 - If you prefer a different class structure, please contact our Program Coordinator.
- **Teaching Assistant:** GSN requires a TA to moderate chat discussion, address behavior, facilitate any discussion with parents online, or help troubleshoot tech issues. The TA may be a colleague, a background-checked volunteer, or the GSN Program Coordinator. If you're in need of a TA, please contact the Program Coordinator, and one will be arranged for you.
- **Preparation:** Instructors should have the following prepared:
 - **Class Handouts:** Please send all handouts in PDF format to the Program Coordinator at least 1 week prior to class. The number of handouts should be limited to 1 per day of class (i.e. - 5 days of class, 5 handouts max). Handouts will be emailed and/or mailed to all participants by GSN.
 - **Technology:** GSN uses Zoom for hosting virtual classes. The instructor should be familiar with any technology being used prior to class.
 - A "get-to-know-you" pre-activity should be sent to students 2-3 days prior to class. (A suggestion is having students use Flipgrid to make an intro video about themselves.)
 - A link to Zoom meetings must be emailed to students 1-2 days prior to class, and the Program Coordinator must be copied on the email. (Contact info and a roster will be provided to the instructor.)
 - After class is completed, the instructor is asked to have wrap-up discussion with the Program Coordinator to touch base about how class went, any needs/issues, etc.
- **Registration/Attendance:** A class roster will be provided to the instructor prior to class. It is the instructor's responsibility to take attendance to the best of his/her ability.
- **Community Guidelines (Virtual Classes):** If you are planning to teach a virtual class, please read through our [Community Guidelines](#) for information on our policies and expectations for instructors, students, and organization.

Instructor & TA Payment

Gifted Support Network's pay structure is as follows:

On-Site Classes

	Max. Hours	Pay Rate	Total Pay
<i>Teacher Prep Time</i>	3	\$25.00	\$75.00
<i>Teacher Class Time</i>	3	\$25.00	\$75.00
			\$150.00

For on-site classes, instructors will be paid at a rate of \$25 per hour for both planning time, and instruction time. Instructors will be compensated for a maximum of 3 hours of plan time per class. If additional class materials are required, the instructor may submit an expense report or have GSN purchase the supplies and bring them to class. Reimbursement will be included in the check with the instructor's payment.

Virtual Classes*

	Max. Hours	Pay Rate	Total Pay
<i>Teacher Prep Time</i>	5	\$25.00	\$125.00
<i>Teacher Class Time</i>	5	\$25.00	\$125.00
<i>TA Class Time</i>	5	\$10.00	\$50.00
			\$300.00

For virtual classes, instructors will be paid at a rate of \$25 per hour for both planning time, and instruction time. Instructors will be compensated for a maximum of 5 hours of plan time per class. TA's will be compensated for a maximum of 5 hours of class time at a rate of \$10/hr.

All payments will be mailed to the instructor within one week of the final class date. Instructors will also be given the option of one free student enrollment to a course of their choice, and a free, 1-year GSN membership.

**The chart above shows the maximum number of class and planning hours. Class time and plan time totals are dependent on class structure. See variations in the [Class Structure](#) bullet under Virtual Class Information & Expectations.*

Course Proposal Submission

To submit a course proposal, please visit our website:

<https://www.giftedsupportnetwork.org/course-proposals.html>

GSN Contact Information

Program Coordinator: For questions or more information, please contact our Program Coordinator:

- Phone: 636-344-0036
- Email: info@giftedsupportnetwork.org.