



LAC Instructor Expectations

In the event the instructor does not fulfill the following expectations, the Lander Art Center reserves the right to terminate contracts with the instructor. In addition, the instructor may not be eligible to teach future classes. This will be the discretion of the LAC director and the education director.

1. Instructors must complete a Class Proposal Form and Instructor Contract approved by the education director.
2. Instructors must arrive no later than 30 minutes before the scheduled start of class + fully set up and ready to teach 10 minutes before the scheduled start of class.
3. Instructors are responsible for all clean-up. Please coordinate or request a volunteer if needed. The instructor may have the class help with this if desired.
 - i. Clean up expectations:
 - All supplies are to be put away in their correct places. If you are unsure where this is, please contact our education coordinator.
 - All supplies and tools are to be cleaned thoroughly by the instructor. (ie, brushes, tools, etc.) Brushes are not to be left dirty. The sink and area near the sink is to be cleaned, if used.
 - All debris and scraps are to be put in the trash.
 - Tables and floors need to be clean and free from debris or smudges.
4. Supply orders must be approved by the education Coordinator and placed well in advance of the class. Instructors will provide receipts for said supplies for reimbursement. These receipts will be added to the instructor's invoice.
5. Instructors will inform the Art Center Staff ASAP in the event of a last minute extenuating circumstance that prevents the instructor from implementing their class.
6. In the event of off-campus classes with children (18 and under), the instructor will have parents fill out the Emergency Contact Form at the first meeting. The instructor will keep these forms on their person for the entirety of the class. Instructors of off-campus classes with kids are required to stay at the location until all students have been picked up.
7. Payment:
 - a. Instructors are responsible for invoicing their hours to the art center. Instructors will invoice the education coordinator with their hours via email or in person no later than 1 week after the conclusion of the class. If you need help with invoicing, contact the education coordinator as soon as possible.
 - b. If special circumstances occur, and the instructor needs immediate payment, the instructor must discuss with the education coordinator or the executive director. These deals will be submitted in writing and stapled to the contract or the initial invoice.

PLEASE REMEMBER that instructor conduct is a reflection of the Art Center and our education program. We ask that you conduct yourself professionally at all times while representing LAC.

Signed (instructor) _____ Date _____

Signed (education coordinator) _____ Date _____