



Community Education Instructor Application and Contract

Lex La-Ray Technical Center
817 South Business Hwy 13
Lexington, MO 64067
(660) 259-2688 - Fax (660) 259-2858

Please Print or Type

Date Completed: _____

Social Security Number: _____

First Name	Middle Name	Last Name
Present Address: _____	Day Phone: _____	
City/State/Zip: _____	Evening Phone: _____	
Email Address: _____	Cell Phone: _____	
Emergency Contact: _____	Phone: _____ ; _____	

Present Employer: _____ Work Phone: _____

List two (2) references familiar with your work:

Name: _____ Phone: _____

Name: _____ Phone: _____

- Have you ever been convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) Yes No

(If yes, explain) _____

- Have you ever pleaded guilty or no contest to a felony or misdemeanor (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) Yes No

(If yes, explain) _____

- Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological, or sexual abuse or neglect to a child? Yes No

(If yes, explain) _____

As an instructor for the Lexington R-V School District Community Education Program, you are an independent contractor and responsible for direct payment of all Missouri State and Federal taxes, including Social Security and Medicare taxes. Please fill out and return the attached W-9. Payment for services *will not* be issued by the Lexington R-V School District until the completed W-9 Form is on file. Payment will be made once a month following the monthly Board Meeting.

You are responsible for curriculum and course content. At the end of your program, you will be reimbursed the agreed upon amount noted on the each Class Information form which will represent full payment of your services rendered.

Please fill out the attached Time Sheet and submit on the last day of class to the Community Education Coordinator's office located in the Lex La-Ray Technical Center.

Please note: If the occasion arises that the class has to be cancelled due to inclement weather or other reasons, you will be expected to hold the cancelled class at an agreed upon date and time.

The Lexington R-V School District's responsibilities:

- Provide room assignments and room setup such as tables and chairs, etc
- List classes in brochures; post on the S/D and Lex La-Ray Technical Center websites
- Handle related promotional activities
- Make copies of course materials agreed upon
- Manage registration; including enrolling students and receiving payment
- Prepare student roster, attendance roster and completion certificates
- Cancel classes because of insufficient enrollment
- Notify the instructor and enrollees that a class has been cancelled
- Evaluate classes through the use of an evaluation form
- Provide a 1099 tax form if the instructor makes over \$600 in the taxable year

Instructor's responsibilities:

- Prepare a Class Information form for each class
- Prepare class content and curriculum
- Keep class attendance and submit the Attendance Roster to the Community Education Coordinator after the last class. **Payment of your fee is subject to you returning the completed Attendance Roster. All attendees must be registered. If a student is not registered, they cannot remain in the class unless there is sufficient space and payment is made to the appropriate school personnel**
- Submit the completed Time Sheet to the Community Education Coordinator after the last class
- Begin and end classes as scheduled
- Leave the classroom as found
- Supply all materials other than those agreed upon in this contract
- Give a minimum of 24 hours notice for any cancelled classes due to extenuating circumstances
- Adhere to the procedures detailed in the Procedures for Community Education Instructors handbook
- Complete and submit a W-9 to the Community Education Coordinator prior to the first class

Please note: Instructors are not allowed to accept registrations and/or payments.

The instructor(contractor) assumes all responsibility for the safety of his or her activities and agrees to hold harmless and indemnify the Lexington R-V School District (including reimbursement of reasonable attorneys' fees) for harm or damages suffered by attendees or third parties, and to defend the Lexington R-V School District against any claims for damages.

By affixing my signature, I affirm that all information set forth in this application/contract is accurate, truthful and complete. If I am contracted by the Lexington R-V School District, I will abide by all Board of Education and school policies. I grant permission for school officials to obtain a personal record check from the federal, state, county and/or local law enforcement agencies. I release my current employer and references from any and all liabilities or damages of any nature for information given in response to a reference request.

SIGNATURE: _____ **DATE:** _____

Please complete, sign and return to: **Lex La-Ray Technical Center
Adult Education Supervisor
817 South Business Highway 13
Lexington, MO 64067**

The Lexington R-V School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle Roush, Assistant Superintendent, 2323A High School Drive, Lexington, MO 64067, 660-259-4369.

For Administration Use Only:

Approved:

Approved:

Paige Pence, Adult Education Supervisor
Lex La-Ray Technical Center

Sarra Morgan, Director
Lex La-Ray Technical Center

Date: _____

Date: _____

Copies: District Payroll Dept.
Copies: Instructor (Contractor)
Original: Community Ed File

Completed W-9 on file
Original: District Payroll Dept.
Copy: Community Ed File