

Metro Adult Continuing Education offers classes in business, computer technology and other professional advancement topics, as well as a wide range of community education classes such as floral design, dance, fitness, cooking, photography and much more. We are committed to helping individuals develop their personal and professional potential through lifelong learning.

We are looking for instructors with the following qualities:

- Credibility
- Passion for teaching and subject matter
- Experience in chosen field/subject and the ability to provide current and relevant information to students
- Professionalism (with students, presentation/instructional skills and working relationships)
- The ability to listen to feedback and take action
- Compliance with paperwork
- Reliability/flexibility/adaptability
- A love for sharing knowledge
- Positivity (good energy)
- Intuitiveness to respond to students' needs
- Creativity
- The ability to communicate ideas at different skill levels
- Punctuality and preparedness
- Willingness to promote program/courses/classes

What we offer to our instructors:

- Part-time teaching opportunities that can help to build your resume and connect you to others interested in your subject area
- The opportunity to share your knowledge and expertise, and to help others
- 20% discount on Metro Adult Continuing Education classes
- Professional development to build your skills as an instructor



EDMONTON PUBLIC SCHOOLS
metro continuing education

**Application to Teach
Adult Continuing Education:
NEW COURSE PROPOSAL**

Please complete the following application if you have a **NEW** course idea that you would like to teach at Metro Continuing Education.

(Please Print)

PERSONAL INFORMATION

Name: _____

Home Address: _____

Postal Code: _____ **Phone:** _____

Email: _____

NEW COURSE INFORMATION

In order to assess whether the course can be offered by our department, please provide the following information (if you have more than 1 course you would like to propose, please complete this application for each course idea):

Course Title: _____

Course Description (approximately 30-75 words):

Target Market: _____

Suggested Length of Course:

of sessions _____ at _____ hours per session = _____ maximum total hours

Preferred term and day of week: (please circle more than one if desired)

Fall (Sept. - Dec.) Winter (Jan - March) Spring/Summer (April - August)

Monday Tuesday Wednesday Thursday Saturday

Preferred number of minimum and maximum number of participants:

Minimum: _____ Maximum: _____

If you offer this course at another location please indicate where: _____

Expected hourly rate of pay: _____

APPLICATION CHECKLIST: Please ensure you have the following information included in your application:

- Application to Teach Adult Continuing Education – New Course Proposal
- Resume outlining your relevant experience
- Two references
- Biography (please write in the third person – 300 words or less)

PLEASE FAX, MAIL OR EMAIL YOUR COMPLETED APPLICATION TO:

Jessica Uhlmann, Senior Program Advisor
Metro Continuing Education
8205 – 90 Avenue
Edmonton, Alberta T6C 1N8
Email: Jessica.Uhlmann@epsb.ca
Fax: 780-428-1112