

## **Becoming a Community Education Instructor**

The Weatherford ISD Community Education program is always looking for new instructors and different class ideas. In order to become a Community Education instructor you must first apply through the Community Services Office or by printing out the online form and mailing or faxing it in (see information below). You do not need to have a college degree to teach a continuing education course; only be knowledgeable and experienced in the subject matter you are wishing to teach.

Once the Community Ed office has received your application and feels there is need for your type of class in the community, you will receive a phone call or email to talk about setting up the class. Once you are hired as a Community Ed instructor, you become a member of the WISD staff and enter their payroll system. Of course, WISD always accepts and appreciates those who wish to volunteer their time to teach others in the community, but are prepared to pay an hourly rate to our instructors to compensate them for their time. Once a class has completed, payroll is submitted to the business office the first Friday of each month and payment will be made on the 25<sup>th</sup> of that month. Employees not currently participating in the Texas Teacher Retirement System need to understand that deductions will be made from their salary for participation in a Deferred Compensation Plan, I.R.C. Section 457, as required by I.R.C. section 3121 (b)(7)(F) OBRA 1990. The deduction will be at a rate of 7.5%.

If you have any further questions, please call the Community Services Office at 817-598-2806 option 5.

WISD Community Services  
602 W. Water Street  
Weatherford TX 76086

Fax: 817-598-2807