

The Community Services Department at Los Angeles Valley College offers a wide array of classes, workshops and seminars designed to meet the needs and interests of the community where we are located.

The classes, workshops and seminars that we are offered are not given for credit and are not part of any degree or certificate program offered by the Los Angeles Valley College.

Community Services classes are self-supporting and not offered at taxpayer's expense. Instructors should be aware that Community Services classes are not intended to be "springboards" for building an instructor's personal business. Student contact information is not supplied to instructors except in rare instances on a case by case basis. (Instructors do have the opportunity to contact all students with valid email addresses by using the departments email system. Emails are sent "blindly" to all students and a copy of the email is sent to the Community Services Department. Instructors should not ask students for individual contact information without approval from the Community Services Manager. If an instructor has been found to be asking for student contact information and/or contacting students individually, their class(es) will be pulled from the Community Services class schedule and employment will be ended. Also, please keep in mind that California State law prohibits the use of college resources, such as class time, to further a personal purpose (e.g., promotion of one's personal business).

Unless indicated class instructors and workshop leaders are not members of the LAVC faculty. Instructors and other providers (workshop leaders, lecturers, speaker, moderators, consultants or performers) selected for classes/activities should have demonstrable and recognizable expertise in their areas of instruction and fields.

However, Community Services Offering instructors are not required to meet minimum qualifications in accordance with Education Code Sections 87001, 87002, 87003, 87356 and 87350. When applicable, qualifications mandated by a licensing or governmental agency must be adhered to (Example: California Department of Health)

Financial Aid is not available for these classes.

To teach or instruct a class, seminar or workshop you should complete a course proposal form. PLEASE BE SURE TO ATTACH ALL REQUESTED PAPERWORK (i.e. resume, outline, etc.). Course proposal forms may be obtained by calling 818-947-2577 x 4172. or go on line to <http://lavalley.augusoft.net>

If we accept your proposal you will be hired as an employee of the Los Angeles Community College District. In order to complete employment processing all instructors must submit to a live-scan fingerprint clearance. In addition,

instructors that will be working with children must show evidence of a negative TB test.

Instructors are paid an hourly rate. Paychecks are provided after the class is completed.

We currently offer three terms: Fall, Winter/Spring and Summer. Fall term begins approximately the first full week after Labor Day and runs to mid-December.

Winter/Spring Term begins approximately the third full week in January through Memorial Day. Summer term begin approximately the second full week in June and runs through the end of August.

Course proposals should be submitted at least six weeks prior to the start of the term you wish to teach.

Generally, instructors and teachers set the number of days and time that their class will meet (we offer a variety of lengths for classes from 3 hour seminars to eight-week long classes that meet once per week for three or more hours each meeting.) The Community Services Department will set the class fees and minimum number of students needed to run a class.

If you require more information or have questions about the course proposal form, please contact us at 818-947-2577.