



Teaching with North Seattle College Continuing Education

About North Seattle College

Established in 1970, North Seattle College provides learning opportunities for a diverse group of over 14,000 students each year. North is the starting point for many students who transfer to top universities across the country. Strong academic preparation and advising services, small classes, an innovative integrated studies program, broad e-learning options and a variety of partnerships with 4-year schools contribute to student success. The College also offers a new Bachelor of Applied Science degree in International Business and all-in-the-evening Associate of Arts and Associate in Business degree programs.

North is located in the Northgate area of Seattle and is conveniently located near the two major north-south highways, Interstate 5 and Highway 99, and is just a short drive to downtown and the University of Washington. Largely residential, the campus neighborhood is near a large shopping district and the city's popular Green Lake Park. The campus includes environmentally sensitive wetlands which have inspired a college-wide commitment to sustainability.

Continuing Education

From Acting Techniques to Zumba, the Continuing Education program at North Seattle College provides a wide array of non-credit and non-graded classes for everyone in the community with a desire to learn and have fun. Geared toward lifelong learners, our reasonably priced, quality courses are led by instructors who teach their passion and profession. You'll find our personal enrichment courses conveniently offered on both week days and weekends, daytime and evenings, and one-time workshops or multiple-sessions.

Unlike the degree and certificate programs at the college, Continuing Education is a nearly 100% self-support entity at the college. Because of our commitment to serving the community, we strive to keep our courses affordable and accessible to students.

Mission and Vision

Our Mission: Continuing Education is committed to enriching lives by:

- Expanding horizons
- Serving the community
- Offering opportunities for lifelong learning

Our Vision: Continuing Education will be the leading provider of personal enrichment opportunities in North Seattle.

Our Values:

- Integrity
- Respect
- Communication
- Customer satisfaction
- Positive work environment

Teaching with Continuing Education

We are always looking for new instructors to share their passion and their talent with our instructors. Our classes are offered for non-credit which means no pressure, no grades. Students take classes based on personal choice, not to meet academic requirements. Therefore, we want energetic individuals who can create a fun and inviting learning environment for adult learners.

Before you are hired:

- Course proposal, including class outline or syllabus. Optional items: supply list, estimated materials fee, textbook
- A 1-hour interview with 7-10 minute teaching demonstration will be scheduled after course proposal has been reviewed
- If we decide to add your class, you will receive an email notification from the director

After you are hired:

- Director will email you the new hire paperwork required; if you are being hired as a contractor, you will be contacted by Lisa Gacer, the Seattle College District staff who will set up a contract for you to teach with us.
- Short (less than 200 words) bio for marketing and high resolution photo (.jpg file) of you (preferred, but not required)
- Connect with our marketing specialist to brainstorm ideas for promoting your class; keep marketing specialist posted on happenings around town (shows, talks, books, blogs) that help to generate student interests for you and/or your class
- Timely responses to email communications or requests for information

What to expect next:

- The programming specialist will connect with you to finalize dates and times for the course; you will also receive an instructor resource packet with information that provides all of the logistical information you need to be successful as an instructor
- CE will make any necessary edits to course description, and bio, determine course fee, and set minimum/maximum enrollments for the class

- You will be mailed an employee (System I.D.) SID and PIN (Personal Identification Number) from the Seattle College District. You will use your SID and PIN to access the instructor briefcase where you can view your roster and track enrollments
- CE will determine whether your class will run or not (based on enrollment); if the class runs the program coordinator will send a confirmation email to you and your class with a parking permit, if needed
- Your payroll will be processed when your class is confirmed as running. Payday is the 10th and 25th of each month; direct deposit can be requested
- A copy machine is available to you in our office for no charge
- Class evaluations will be sent after the class has ended; you will receive a summary of the feedback
- A CE staff member will observe your class; a blog might be written as part of our ClassQuest series

Continuing Education Staff

Christy Isaacson, Director

New course proposals, instructor payroll and invoicing, complaints (students or instructors)

Email: Christy.Isaacson@seattlecolleges.edu Phone: (206) 934-3706

Janet Sekijima, Programming Specialist

Quarterly class scheduling, classroom questions, instructor support, textbook orders and supply lists

Email: Janet.Sekijima@seattlecolleges.edu Phone: (206) 934-3774

Cole Hornaday, Marketing Specialist

New media, targeted marketing, website, blog, other projects

Email: Cole.Hornaday@seattlecolleges.edu Phone: (206) 934-3707

Marianne Legg, Program Coordinator

Registrations, cancellations, changes, instructor rosters, student needs, other support

Email: Marianne.Legg@seattlecolleges.edu Phone: (206) 934-3629

See Continuing Education's website: www.learnatnorth.org