

Dear Colleague:

Thank you for your interest in teaching for Arlington Community Education, an affordable adult education and enrichment program sponsored by the Arlington Public Schools. We presently have more than 3,000 students and a reach of 25,000 households locally.

Our program offers a broad variety of courses, from practical skills to recreation and intellectual development; high-quality instruction; and a stimulating mix of people of different backgrounds, ages and interests. Our instructors are programmers, teachers, chefs, therapists, artists, writers and business people who share their knowledge and skills because they love what they do.

- Courses are publicized in brochures mailed to all Arlington residents and surrounding communities
- Courses run anywhere from a one or two-night workshop to a full 10-week session and everything in between.
- The program handles all student registration and payment and provides instructors with classroom and studio space in Arlington High School. (Instructors may choose to hold courses at their own business locations; please indicate this preference on your Course Proposal.)
- Instructors are paid at a rate competitive with programs in surrounding communities.

Classes are held on Tuesday, Wednesday and Thursday evenings. Classes start as early as 6pm and can run as late as 10pm. Classes at sites outside the high school can run any evening or day.

Please provide your course proposal on the enclosed form. Note that textbooks, material fees, tapes, etc., required *should be included* in your description.

We carefully review all proposals and seek a diverse mix of program offerings. We will contact you pending our review. Should you have any questions, I can be reached at (781) 316-3568, or at deidson@arlington.k12.ma.us. (E-mail is best.) Check our website at arlingtoncommunityed.org. And thanks so much for your interest.

Sincerely,

Donna Eidson, Director
Arlington Community Education