

## Prospective Enrichment Instructor Information

Welcome to Portage Public School Community Enrichment Program. We strive to provide quality programs for our community to enjoy, and we are always looking for new and fresh ideas for courses to offer.

The “Enriched for Life” program is defined by our instructors who strive to meet the Enrichment needs of our residents. Their willingness to share their skills and talents is very important to the continued success of this program. If you feel you have a course that would be of interest please consider working with us.

The first step in becoming an instructor for the Enrichment program is to submit a class proposal. If your proposal is accepted, an interview will be scheduled. During the interview, your proposal will be discussed in detail, as well as the course dates, times and rate of pay.

### Writing Your Proposal

The title should be simple and/or catchy. It is important to make your course sound appealing and to communicate clearly what you will be teaching. Also, we would like to learn about you, as an instructor. Indicate your qualifications and /or experience in relation to the proposed class and your interest in teaching the class.

Title of Class  
Description of Class  
Ages Class is Geared Toward  
Equipment Needed (if applicable)  
Instructor Biography

### Submit your proposal

Proposals may be submitted electronically, by mail or in person.

- [cmcmullin@portageps.org](mailto:cmcmullin@portageps.org)
- Portage Public Schools Administration Building  
Community Enrichment  
Attn: Cherie McMullin  
8107 Mustang Drive,  
Portage, MI 49002

### **Fall Publication**

Class Dates: September-December

### **Winter/Spring Publication**

Class Dates: January-May

### **Summer Publication**

Class Dates: June-August