

Renaissance School of the Arts

Independent Contractor Instructor Agreement

I (printed name) _____ understand that I am being offered a position as an Independent Contractor Instructor for Renaissance School of the Arts (RSA) for the 2021-2022 school year, teaching the following class(es):

As an independent contractor, I understand that:

- 1.) I will be directly paid by each individual student who registers for these classes (payments due monthly, on dates specified by RSA). I am responsible for collecting and keeping track of any payments, and communicating with my students and their parents about class requirements and any other needs or issues which arise.
- 2.) I am responsible for paying my own taxes, insurance (medical, liability, benefits, etc.). See [IRS website](#), “Self Employed Tax Center” for more information.
- 3.) RSA will provide classroom space, scheduling, and administrative support for classes offered. I am responsible for independently planning, implementing, and providing supplies for the courses listed above for the students, which must be communicated to them in the course description on the website, including what is covered by the supply fee. I agree to be reliable and prompt in my attendance and to participate in any recitals/shows/activities associated with my class/students (see #7 below). I understand that Independent Contractor Instructors are expected to communicate in a positive and professional way with all RSA families, students, staff, instructors and facility personnel.
- 4.) All Instructors will be billed the amount of \$5/student in each class, each month (with prorated amounts for months in which less than 4 classes will be taught). RSA will email a bill one week after families pay Instructors and the payment will be due the following week.
- 5.) Independent Contractor Instructors will have the opportunity to propose courses for the following school year by submitting new course proposal(s) when requested. It is essential to turn in course proposals by the deadline in order to be considered as an instructor for the following school year. Decisions on courses to be offered will be made by the RSA Class Selection Committee and communicated to potential Independent Contractor Instructors. Instructors are chosen for the contract period of the current school year. Being offered an Independent Contractor position for a school year does not guarantee that the instructor will be retained to teach for the following school year.
- 6.) Because this is a responsible position and includes working with minor children, RSA requires background checks on all Independent Contractor Instructors. I agree to sign the form for [“Acknowledgment and Authorization for Background Check”](#) provided to me by RSA. There will be an annual fee of \$30 to each instructor to cover background checks, use of website and associated expenses.

7.) RSA Independent Contractor Instructors will participate, encourage student participation and assist students in preparing for the following RSA recitals/shows/events:

- RSA Variety Show (including rehearsal)
- Other: _____
- Other: _____
- Other: _____
- Other: _____

I am being offered a position as an Independent Contractor Instructor at Renaissance School of the Arts (RSA) for the upcoming school year 2021-2022.

I have read and understand [RSA's Mission Statement](#) of Inclusiveness and agree to respect these as the beliefs upheld by RSA.

I have read and understand RSA's Instructor Handbook.

I have read, understand, and agree to abide by [RSA's Code of Conduct](#).

I have read, understand, agreed to, and sign [RSA's Liability Waiver for Instructors](#).

I have read, understand RSA's COVID Policy & Procedures and signed [RSA's COVID-19 Liability Waiver](#). (Separate Documents)

I have read, understand and have signed the “[Acknowledgment and Authorization for Background Check](#)” and agree to undergo a background check .

I agree to pay RSA an annual fee of \$30 that covers the background check and other administrative costs.

Independent Contractor Instructor's Signature

Date

Director of Human Resource's Signature

Date