

Curriculum Development

We value labor at the Tool Library and know that developing a class takes time and is best done collaboratively. All new teachers will work with the Director of Education to formulate a class that is cohesive, accessible for all types of learners, and sustainable for the Library. We offer a curriculum development stipend of up to \$100 available upon request. This stipend is limited to new curriculum development and/or reworking old curriculum that is approved by the Director of Education and includes meetings with the Director.

Teacher Onboarding

The Tool Library is invested in offering opportunities to new teachers regardless of their experience. We tailor teacher onboarding to best prepare teachers for success in the classroom. The process of onboarding includes:

- Submit a new class proposal or contact Director of Education about teaching an existing class
- Interest meeting with the Director of Education
- Shadowing classes for teachers interested in teaching an existing class
 - Teachers teaching a new class may also shadow an existing class that the Director of Education recommends to inform their instruction.
 - New teachers may shadow a class up to 3 times if they are taking on an existing class
 - 1st shadow: Observe the class/ student role
 - 2nd shadow: Co-teach as assistant to the senior teacher
 - 3rd shadow: Co- teach as the lead of the class. Senior teacher offers assistance.
- Prototype class
 - A prototype class gives the teacher an opportunity to practice teaching the class with a group of students.
 - Prototype classes are offered to volunteers at the library to give the new teacher practice teaching the course. Volunteers offer feedback for the teacher to choose to adopt into the class.
 - A second prototype may be needed to fine tune the class after receiving feedback.
- First public class
- Check in with the Director of Education after first class and then semi-annually or as needed.

After onboarding, teachers are always welcome to discuss curriculum changes with the Director of Education and are expected to attend at least one annual check-in meeting.

Payment + Perks

Payment:

- Pay rate= \$25/hour
- *Up to 2 hours of prep/cleanup is paid for each class.*
- Assistant/ Shadowing rate = \$50/class
- Payroll is processed every two weeks.
- Payment for shadowing classes/ prototype classes are made after the first public class is offered.

Perks:

- Use of the shop spaces during off hours in coordination with SNTL staff
- Access to the volunteer Google group (great resource for advice/ recs/ labor/ fun)
- One free class per year at SNTL
- Access to any professional development opportunities offered at SNTL
- Invitations to all SNTL volunteer/staff socials

Teacher Commitments

Teachers with the Station North Tool Library commit to the following:

- Arrive at least 30 mins before class
 - Communicate with SNTL staff or a Librarian on shift about unexpected delays
- Respond to scheduling emails promptly
- Some amount of independent set up/clean up for each class, including leaving the workshop space in good condition
- Communicate consumable needs to the Director of Education
- Communicate teaching capacity ahead of time (travel plans etc.)
- Incorporating the [Library overview](#) into each class to promote membership
- Promote other classes at the end of your class
- Reserve time for students to take surveys
- Take pictures in classes for marketing purposes with permission from students
- Act in accordance with Tool Library values

Open Source Curriculum Policy

The Station North Tool Library participates in building the sharing economy in Baltimore and beyond. As we work to grow our education program we also open it up for use to other lending libraries or educational resources around the world.

Any instructors working with the Tool Library should be prepared to share any curriculum developed with or introduced to the Library indefinitely. Our resources are generally available for public non-profit use with appropriate credit, including to the developing instructor.