Overview: The role of SAGA Approved Class Administrator provides an administrative support for SAGA for the class evaluation and selection processes. This role is directly responsible to the Board and reports to the Vice President. During the course of your service to SAGA as Convention Class Administrator, you will be in possession of proprietary SAGA information, which is to be kept in confidence both during and after your SAGA service.

• Teacher Community Liaison
  • Responsible to assist the Board in facilitating contact with current and aspiring SAGA teachers to elicit class proposals and updates
  • Maintain an accurate roster of teacher contact information and approved classes and distribute to the SAGA Board as required
  • Maintain an up-to-date master list of all SAGA-approved classes in a secured ‘back-up’ file using methodology as approved by the Board

• Evaluation of Teacher Proposals
  • As potential new SAGA teachers are identified provide them with information on submitting classes for evaluation, based on criteria provided by the Board from time to time
  • Evaluations:
    1. Maintain the packet, SAGA Class Submission Overview for the Class Evaluation Process and Convention Selection Process, requirements up to date as determined by the Board from time to time
    2. Receive new class proposals from teachers; assure they are complete; route to the Evaluations Committee, which has been selected by the Vice President
    3. Seek from teachers any additional information requested by the Evaluations Committee
    4. Receive results of evaluations from the VP
    5. After classes are approved, notify teachers and consult with the Artisan Chair to determine and assign the number of artisan points to be earned for each approved class

• Convention Selections
  • Working with the VP, invite teachers with approved SAGA classes to submit a ‘Statement of Availability to Teach’ at the forthcoming convention. Additionally, ask the teachers to supply a list of those approved classes that each teacher believes would be successful options at that particular convention with a brief rationale as to why those class recommendations have been made
• Forward ‘Availability to Teach’ statements provided by teachers to the VP who will provide the teacher input to the President and the Class Selection Committee
• When requested by the President Elect, notify teachers of classes that have been selected for Convention and those teachers of classes not selected to be taught at Convention
• Send out contracts, provided by the Board, to those who will be teaching at the Convention
  1. Send two copies to the teacher for signature and return
  2. Forward copy to the SAGA Secretary for record keeping purposes
  3. Forward a signed contract to the SAGA Treasurer to facilitate payments
• When notified to do so by the PE, encourage teachers to reserve their accommodation rooms
• Assist teachers with travel arrangements, if needed
• Inform teachers about the market that is held at the Convention
• Keep teachers up to date on class numbers before the Convention (for kit preparations); advise teachers of class numbers three months prior, one month prior and immediately preceding the start of convention
• Solicit from the teacher community, no later than a month prior to convention, suggested agenda items for the Teachers’ Meeting at convention. Provide those agenda inputs to the VP
• If possible, be present at the Convention to support the Vice President at the Teachers’ Meeting

• Communications

• In consultation with the VP, prepare and distribute timely notes to the teacher community, clarifying due dates for class submissions, tips on producing class submissions that meet SAGA’s requirements, and any other teacher support information
• The VP will collect, on behalf of the Board, the class participant Teacher Evaluations from the Convention. The Board, prior to release to the teachers, will assess those teacher evaluations. At the VP’s direction, provide teacher evaluations to each teacher within one month of the end of Convention
• On a monthly basis, notify webmaster of updates to the teacher area of the Website
• Provide a Board report to Vice President by the 5th of each month for inclusion with her Board report to keep Board members and Committee Chairs apprised of developments