

# **North Texas Enrichment Classes for Homeschoolers, Inc.**

## **How to be an Assistant**

The Lord has so blessed us with N-Tech classes, and we want to be a blessing back by having the right attitude and helpful spirit. We realize that job descriptions have been somewhat vague, so with that, we will attempt to clarify them for you.

What is required of assistants, (which is your position if you are not the lead teacher in a classroom):

- Look for ways to help the teacher; don't wait to be asked to help.
- Keep an eye on the students; be watchful of those students who need to be reminded of proper classroom behavior.
  - i. don't make the teacher stop what she is doing to discipline a student
  - ii. quietly whisper in the ear of the student who needs attention
  - iii. separate children who are having a hard time sitting next to each other
  - iv. sit with those children who are having a difficult time focusing on the teacher during class.
- Please refrain from visiting with other mothers during class time.
- Sit with the students at their tables or with them on the floor.
- Moms should not be sitting together in a group.
- If you have a difference of opinion with the lead teacher, please wait to discuss that with him/her until after class.
- Never usurp the teacher's authority in front of the students.
- Initiate clean-up the last few minutes of class.
- Watch the clock so that the teacher can keep her mind on her teaching.

### **SUGGESTIONS FOR IMPROVEMENT**

If you have an idea on how to run N-Tech or a specific class more efficiently, please feel free to make those suggestions to the appropriate party. (i.e. the teacher coordinator for that age group or the director for a particular area.)

Below are some helpful suggestions on dealing with a conflict or a problem should it arise.

- Remember that we are all in this together and none of us are "paid" professionals
- Discuss your concern with the person involved and offer a solution
- Go to the teacher or coordinator who could best deal with the concern and implement a change.
- Do not discuss the problem with anyone not directly involved. (Rumors and rumblings can be extremely detrimental to the group.)
- Be sensitive to the fact that we have several different personalities involved and that we aren't all going to think and respond exactly the same.