

Teachers

The following list has been developed to aid teachers in defining their role at N-Tech.

- 1) During the first class, let your students know the behavior and work requirements that you are expecting from them. Weekly notes to the parents, detailing assignments, are appreciated.
- 2) A lesson plan detailing all ten weeks needs to be handed-in to a coordinator by or on the first day of classes. The lesson plan should contain enough detail to help someone teach your class in your absence.
- 3) Please be sure to make all copies prior to arriving at classes. The Church copy machine is for the Church only.
- 4) Make sure to follow copyright laws when preparing your materials.
- 5) Bring all of the supplies you will need to your class each week. Be sure to remember even the small items such as tape, dry erase markers, staplers, scissors, etc.
- 6) Storage at the Church is very limited and most items must be transported by you, to and from classes.
- 7) A check for the amount of supplies will be available to you on the first or second Friday of classes providing your lesson plans have been turned in.
- 8) **Keep all receipts.** Receipts, along with any extra supply money, are to be turned in to the treasurer on the last week of each semester.
- 9) If you are going to be absent it is imperative that you make arrangements for someone else to take over your class. Please notify the appropriate age-group coordinator or the director. Answering machines are not always effective, please try to reach a real person.
- 10) It is the responsibility of each assistant to notify you if he/she will be absent from your class. If you feel you will be short of help, notify the front desk in the morning to request a floater.
- 11) Keep homework appropriate for the age group.
- 12) Please keep all students in the classroom until the bell rings. If a student needs to be dismissed to use the restroom or get a drink, ask an assistant to monitor the situation.
- 13) If your class requires a fair bit of set-up and/or clean-up, you may register as a floater for the class before and/or after yours.
- 14) If a student shows disrespectful and consistently disruptive behavior, please deal with it swiftly and firmly. Parents needs to be informed of these types of behavior problems. The directors can assist in handling the situation.
- 15) Notify the parent immediately in the case of an injury. Let the parent decide the best treatment—even in cases of seemingly minor injuries.
- 16) Since our classes are academic in nature and realizing that we have members from different Christian denominations, please refrain from doctrinal class time discussions with students other than the issues directly stated in our **Statement of Faith**.
- 17) Encourage your students to wear their nametags at all times. Remember they have their parent's schedule on them. Please do not put stickers on the plastic name tag covers as this makes them hard to reuse.