

## **N-TECH Teachers Pamphlet**

*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 expected behavior and work requirements. Weekly notes to the parents, detailing assignments, are appreciated. Email is a great way to communicate.
- 2) A lesson plan detailing all ten weeks must be submitted to the appropriate Age Group Coordinator by the pre-determined deadline. This lesson plan should contain enough details to help someone teach the class in your absence.
- 3) Please be sure to make all copies prior to arriving at classes. The host's copy machine is not available to us.
- 4) All copyright laws must be followed when preparing class materials.
- 5) Bring all supplies necessary for your class(es) each week. Be sure to remember even the small items such as tape, staplers, scissors, glue, etc.
- 6) Storage at the host facility is limited so most items must be transported by you, to and from classes.
- 7) A check for the dollar amount of the supplies will be available to each teacher on the first day of classes providing the lesson plans have been submitted and approved.
- 8) Keep all receipts. Receipts, along with any extra supply money, are to be turned in to the treasurer on the last week (week ten) of each semester.
- 9) If you are going to be absent it is imperative that arrangements are made for a substitute to lead the class. Please notify the appropriate Age Group Coordinator or the Academics Director of your absence and substitute. Voicemail is not always effective; please make every attempt 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 your class is short of help, notify the front desk immediately.
- 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, but this is not guaranteed.
- 14) If a student shows disrespectful and consistently disruptive behavior, please deal with it swiftly and firmly. Parents need to be informed of these types of behavior problems. The Age Group Coordinator, the Academics Director, and/or the Executive Director 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.