

Teacher's responsibilities

Goal: Teach the children and standardize the curriculum to be able to have others teachers adapt easily.

- 1) Be in the class 5 minutes ahead of the class
- 2) Take attendance in 10 minutes. Mark present , absent or tardy for later than 5 minutes
- 3) Cover the portions by sessions. Feel free to innovate in the session outline.
- 4) Make sure the class room and the board is left clean, lights turned off and the room locked when finishing the class for the day.
- 5) When not able to come to the class, arrange for a substitute or let the executive committee know 2 days ahead of time.
- 6) Let the sub know what session to be taught and transfer any audio / video material
- 7) At the end of every quarter (5 classes) let he parents know about the poor attendance.
- 8) By 18th session start planning for the graduation and practice for the graduation.
- 9) Provide any feedback you might have to the syllabus committee. All major changes need to be documented so that the next teacher can benefit from those proposed improvements.
- 10) We have a task list. Any general task is assigned to someone in the executive committee or a volunteer. When a new task is identified bring it to the committee, so that is identified and allotted to someone.

Please give suggestions and modification on these procedures to Ven@cnconestop.com.

We constantly look for volunteers. If you have interest in our vision and team player please reach any one us to get started. We have enough tasks including teaching and non teaching positions.

- a) Teachers
 - b) Substitute Teachers
 - c) Library Help
 - d) Audio / Video Help in book preparation.
 - e) Arranging Social events
 - f) Arranging graduation function
- And many more

All positions are unpaid. Be certain that you will hear a lot of thanks from the children and the parents.
