

Teaching Guidelines & Requirements

It is your responsibility and privilege as a teacher to provide a fun, enriching learning environment during your class time. We take this responsibility very seriously, and expect all teachers to do their best. The Golden Rule applies here perfectly; *Do unto others as you would have done unto you*. If you want your children benefiting from our co-op, you will also teach to the standard you would want taught to your own children.

Curriculum

1. Choose curriculum or materials that can easily be explained in a class outline, along with being easy enough for a substitute to pick up and teach with.
2. We also encourage you to teach to the oldest in your class.
 - a. For example, if you are teaching 2nd and 3rd graders, choose 3rd grade curriculum. This alleviates boredom for the oldest children, but allows you to "water down" or lighten the load of the younger ones. Since most of class should be hands on, this should be fairly easy to do.
 - b. If you are unsure on how to do this, please talk to the directors ahead of time for help.

Class Outlines

1. Your class outlines should explain what curriculum you are using, or what information you are pulling from to teach with.
2. We would like you to outline what topic you are covering each week, the activities you are doing, and what materials you are using.

Example

Week 1: Butterflies

Reading of butterfly poem, group music activity, butterfly art project, discuss reading from Usborne book of insects, butterfly life cycle worksheet (done as a group), butterfly/flower game

Filling 50 Minutes

1. You should always have multiple things planned in order to fill your class time to its entirety. You will be surprised at how often you can come to class with a lesson, thinking you'll fill the time, and then have children finish ahead of time.
2. Children often finish at different rates, and you should be prepared with activities to keep children busy the entire class time. Here are some ideas:
 - Advanced or "Bonus" Lessons
 - Discussion
 - Story Reading
 - Singing
 - Arts & Crafts
 - Projects
 - Games
 - Poetry Reading or Memorization
 - Writing Activities
 - "Treasure" or Scavenger Hunts
 - Science Experiments

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For Younger Children

1. Children under the age of 8 usually have short attention spans.
 - a. Plan 5-6 activities that will take approximately 10 minutes each in order to adequately fill the time.
 - b. Be flexible and always be ready to move on if the children start to get restless (even if some children have not finished, they can always finish at home).
 - c. Don't plan to spend the entire class time on one project.
2. Some ideas
 - Take a walk outside
 - Short Lessons
 - Singing
 - Body Movement Games or Songs
 - Easy Arts & Crafts Projects
 - Story Time
 - Games
 - Coloring and Cutting
 - "Treasure" or Scavenger Hunts

Behavior Issues

1. If you tend to have a lot of behavior issues in your class, it often has more to do with boredom than bad behavior.
 - a. Reevaluate your teaching style and what you have prepared before assuming bad behavior.
2. If a child is disrupting the class, you may send them to sit in the hall or nursery with the directors or non-teaching parents.

Readiness

1. Every teacher in our co-op is required to be ready as soon as the children walk in the classroom.
 - a. It is disrespectful to be late to class.
 - b. **Emergencies are different, and we will gladly step in to help.** Please be sure to call and let us know!
2. All your chairs and tables should be set up, your materials should be laid out, and you should warmly greet your class.

If You Are Sick

1. Please make a decision by no later than 8 pm WEDNESDAY evening, (not Thursday morning), to find a substitute if you are sick.
2. Please do not throw your class into someone's lap at the last minute if you can avoid it.
 - a. **If you are unsure, get a substitute!** You can always relieve them of their duties if you are feeling better.
3. Your call to the directors should be your **last** call, not the first.
 - a. Call other parents to substitute before you recruit the directors to help. Then, when you get a substitute please contact one of the directors to let them know.