

The Home School Connection Volunteer Job List Spring 2012

Teacher

Plan and prepare lessons for 11 weeks of class. Come on Fridays prepared to teach each class.

Save your assistant's phone number and email for easy communication; this will be given to you after volunteer jobs are assigned to everyone. Communicate with your assistant by letting her/him know what you need in class. (Time will be given at Kick Off for you to meet with your assistant.)

If appropriate, plan a short (3 minutes or less) presentation for your class to perform at the Home School Review. Towards the end of the term, prepare students for this presentation.

If you are going to be absent, you will need to prepare your assistant to teach for you. You also need to contact the Sub Coordinator so he/she can arrange to have a substitute in your class to help your assistant while you are gone. The more notice the sub coordinator has, the easier her job will be. Sub coordinator's phone number and email will be given to you after volunteer jobs are assigned. Please save this information.

Teacher's Assistant

You will be a key person in making sure your teacher can successfully teach his/her class. Teachers count on assistants to help manage children in the classroom, collect supplies from the resource room, take children to the bathroom, pray for them, and help in any way they need to assure class runs smoothly. You will have a time to meet with your teacher at Kick Off to find out what to expect in your class.

In the event your teacher is absent, he/she will provide you with what you need to teach class. You will be provided with a substitute who will then act as your assistant while you are teaching.

If you will be absent on any Friday, it is very important that you contact the Sub Coordinator so she/he can find a replacement for you. You will be given the Sub Coordinator's phone number and email after all volunteer jobs are assigned. Please also, out of courtesy, call your teacher so he/she knows you will not be there. Contact information will be provided at Kick Off.

Key Duties:

- Pray for the teacher and the students
- Stay in close communication with the teacher
- Be on time to class, if not a little early
- Interact with the children as much as possible
- Be willing to teach the class if the teacher is sick or is unable to be there.

Substitute Coordinator for Enrichment Classes

You will maintain a list of available substitutes for morning and afternoon enrichment classes. A list of subs will be given to you after everyone is signed up for volunteer jobs. If a teacher or assistant is absent, your job will be to contact a substitute, ask him/her to fill in, and give her any necessary information to complete the job. You may need to give her a teacher/assistant's phone number or email so they can call and get details about what will be happening in class.

Your job is very important! A teacher in an emergency situation can be completely released from HSC responsibilities once he/she has contacted you. Please keep a list of assistants and substitutes and their phone numbers in your purse/wallet so you can get in touch with people even if you are not at home. Although this sounds extreme, it may come in very handy. (It has been necessary in past years.) Inform the Class Coordinators via email who and where the subs are being used

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Substitute for Enrichment Classes

As a substitute, you will sign up to be available to fill in as classroom assistant or Teacher Support: Infants- 4 year olds in the case of an absence during the period you have signed up. Back-up subs may be called when regular subs are already filling in for an assistant. You will not be asked to teach a class; absent teachers will be covered by their assistants, so you will act as the assistant only.

Teacher Support Room/ Infants through 4 year Olds

You are responsible for caring for the pre-school children of those teaching and assisting during your assigned period. These children will remain under your care until the parent/guardian returns. Your responsibilities with these children include: interaction (such as books), protection, and bathroom/diaper duty. When possible, be in the Teacher Support room five minutes prior to class starting in order to receive and greet the children you will be caring for.

Parents with preschoolers may enjoy this room with their children while older children are in class. At the end of the day please do the following:

- Sweep the floors and mop when needed
- Empty trash cans (and dispose all soiled diapers) and put clean liners in
- Wipe down counter tops and sink when needed
- Return church toys, tables, chairs, and other furniture to original room setup
- Close windows and return thermostat to original setting if it was changed

Lost and Found Coordinator – As the lost and found coordinator, responsibilities include: 1) regularly organizing and making available all items that have been found without a known owner 2) displaying and advertising lost items to HSC families at group events and lunch times 3) coordinating donations of unclaimed items at the end of each term to a proper charity.

Lunch Coordinators – As a lunch coordinator, responsibilities may include: 1) setting up the lunch room with appropriate equipment such as recreational equipment for recess, cones to separate recess and lunch area, laying out the vinyl tablecloths in lunch area 2) cleaning the microwaves, countertops, fridge spills, and floor spills in the kitchen 3) vacuuming the carpet in the lunch area after lunch time is finished 4) returning all equipment and tablecloths to the resource room before chapel begins.

End of Day Clean Up – As an end of day cleaner, responsibilities may include: 1) Cleaning HSC used bathrooms (wiping down toilets, counter tops and sinks, and emptying trash) 2) vacuuming the main foyers, chapel, and hallways as needed 3) making sure all windows are closed and locked.

Home School Review Assistant

You will assist the Enrichment Class Coordinator in planning the end of the term review on May 18th

Key Duties:

- Remind teachers via email or through announcement to be planning for the Review Night
- Create Review Agenda and Create Review Program
- Help classes run through the Review program
- Help coordinate Dessert Raffle
- Help set up and tear down on Review night or gather others to help with this

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Field Trip Coordinator

- Gather ideas and details for local field trips and chose one. Let your leader know so she can get it on the calendar.
- Work as the coordinator for setting up the date and time <target October for one and early November or the first week in December for the second field trip>
- Put together the information (date, time, cost, location) on a flyer to be handed out or in an email that can be sent out by the director
- Make announcements concerning the field trip in chapel
- Coordinate the sign-ups
- See it through to the end, attend the field trip, coordinate thank you notes if appropriate (or write one to send).

Chapel Set-Up/ Clean-Up

- Meet with the Coordinator before chapel to help gather the supplies that the speaker of the day may need and possibly pray. Return the supplies to the resource room at the end of chapel. Vacuum the floor if needed and pick up anything left there. Bring any 'lost and found' items to the Resource Room.

Yearbook Photographer

- Take photos throughout the year to include in yearbook per coordinator's direction

Yearbook Coordinator

- This is a year-long assignment.
- Layout yearbook pages to be printed, Plan and collect photos for the year
- Determine best way to print yearbooks and cost, then collect \$ from families who want one
- Get yearbooks printed and make sure they are given to families who paid for them

Fundraising

- We already have some chosen and ready to go. Just need folks to head them up!
- Research and pick a fund raiser that would accommodate a group our size. *
- Present it to the administrator.
- Once approved, present it to the group via announcements and Emails.
- See it through beginning to end.

Fall Picture Day Liaison

- Photo day is in the FALL term only. You must be there.
- Make announcement at Kick Off and Distribute packets to families.
- Ask the photographer what you can do to help the flow while they are there.
- When pictures come back, see that they get to the families.

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Academic Teacher's Assistant

You will be a key person in supporting your teacher so she can successfully teach her class.

Key Duties:

- Pray for the teacher and the students
- Stay in close communication with the teacher
- Be on time to class, if not a little early
- Manage student behavior in class, as needed
- Collect and grade homework, as needed
- Prep room or supplies, as needed
- Be willing to teach the class if the teacher is sick or is unable to be there.

The teacher you will be assisting will contact you with more specific information before classes begin.

In the event your teacher is absent, she will provide you with what you need to teach a lesson to the class. You will be provided with a substitute who will then act as your assistant while you are teaching.

If you will be absent, it is very important that you contact the Academic Director so she can find a replacement for you. Please also, out of courtesy, call or email your teacher with enough notice that she knows you will not be there.

Study Hall Monitor

You will be overseeing students in a Study Hall environment. Students who are on campus but not enrolled in a class may use this quiet room to do work they've brought from home. Your role will also be to act as a "cedar chip" and make sure that students adhere to HSC Behavior Policies.

If you will be absent, it is very important that you contact the Academic Director so she can find a replacement for you.

End of the Day Clean Up on Tuesday

Your role will be to help freshen up New Life Baptist after Academic Classes have finished for the day.

Key Duties:

- Help teacher take down tables and reset rooms, as needed
- Vacuum hallway and Academic classrooms
- Wipe down bathrooms
- Take out trash

If you will be absent, it is very important that you contact the Academic Director so she can find a replacement for you.