

## Trinity Christian Academy's Teacher and Helper Requirements

**Please know that you are valued for your contributions; your role is very important. It takes everyone working together to make this Co-op successful. Your participation provides needed security, order, and safety to this ministry, and we appreciate everyone who serves in this capacity.**

### **Teachers:**

- Be on time for your class and prepared.
- Make your expectations clear and help younger children communicate needs to parents.
- Model and adhere to the TCA policies and guidelines.
- Release students at five minutes before the hour to allow them to get to their next class.
- **When you are unable to attend co-op, it is your responsibility to notify the TCA and make an effort to find a replacement, if possible. Please try to give 3 days notice (or more) for planned absences.** Prepare your helper for unexpected teacher absences by having a “absent teacher” plan.
- Make sure your rooms are left clean for the next class.

### **Helpers' suggested activities (teacher may determine how best to use a helper):**

- Be on time for the class you are helping in—your “teacher” will greatly appreciate it.
- Collect fees if there is a need to do so.
- Keep noise down and limit disturbances in the classroom.
- Take a child/children for a restroom break (in younger grades).
- Get copies, turn in copies, pass out supplies to class; gather or collect materials.
- Help or assist with craft projects, etc.
- Assist in class clean up after class.
- When you are unable to attend co-op, it is your responsibility to notify the teacher and make an effort to find a replacement, if possible. **Please try to give 3 days notice (or more) for planned absences.**
- If the teacher is absent, you may be asked to be the substitute teacher in that class for that period. **The teacher is required to provide you with proper materials. Plan ahead for this; you never know when illness or family emergencies might occur.**

Please familiarize yourself with our rules and consequences, along with academic, behavioral and dress code guidelines. If you see a child violating any of these policies, please bring it to the attention of the child's parent, teacher or the Principal.

Thank you for your service, and have a great year.