

CHECC Class Day Teacher/Assistant Responsibilities

Dear Teachers and Assistants,

We are so blessed to have you joining us this year in our CHECC Class Day! Thank you for allowing your children to join us as well, and blessing all the kids with your time of teaching and/or assisting with one or more of our classes.

Over the past few years, we have learned many things to help make our class day more successful. We have put some of these things in writing and would like to share them with you.

We learned that we need to have a “Checks and Balances” policy in our classrooms. In the past, we did not require there to be two adults in each classroom. Now, it is our policy to have a teacher and an assistant in each class. Both the teacher and the assistant play very important rolls. Some may be obvious and some may not.

“Checks and Balances” – there are two adults in each class so that all situations can be seen from two points of view. If a child is upset from being mistreated it is important that we hear from both adults, as well as the child, as to what happened in the class.

In the past, we had a very rare situation where a teacher was talking down and belittling the students. In this situation, the job of the assistant would be to bring this to the attention of the CHECC Class Day leaders so they could speak with the teacher. In this same example, if it were the assistant who showed this behavior, it would be the teacher’s job to go to the Class Day leaders.

We want each of our students/kids to feel uplifted and valued after leaving class day. Please, as a teacher/assistant team, do not allow making fun of, course joking, name calling or belittling in your classes!!! Sometimes kids can do this in the name of “fun” and everyone is laughing on the outside, however, we know it is not “fun” on the inside to the one being made fun of.

The responsibility of “order in the classroom” goes to both teacher and assistant. The teacher should let the assistant know how she wants help in this area.

Both teacher and assistant are responsible for clean up and set up of the class.

Both teacher and assistant are responsible to let the Class Day leaders know if they will not be able to be at class day. Call Debbie Dinkel (458-5704/220-5704) with any changes.

The teacher is responsible for planning the lesson for the day and relaying that information to the assistant when needed.

The assistant will be responsible for teaching the class if there is a situation where the teacher is absent from class day. In this situation, the teacher will prepare the lesson for the assistant, when possible.

Both teacher AND assistant play very important rolls in class day! Please take those rolls seriously and be sure to share any concerns or uplifting positive things that happen in your class with our leaders.

Debbie Dinkel
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