

Cornerstone Co-op Job Expectations

The following should help clarify each person's role at Co-op. These are meant to be in addition to the guidelines in the Parental Agreement and By-laws which apply to all Cornerstone Families.

Teacher Expectations:

After committing to teach a particular class, create a course description, and choose curriculum by early spring. Prepare a budget, if expenses will be incurred to operate the class, and check the Supply Room list. Communicate the details of the course to parents/student one month before classes start. Include curriculum that needs to be purchased and assignments that may be assigned.

At the end of the year, provide a Fact Sheet of what was covered in the class for the students' portfolios.

Utilize the website forum and family filing system to communicate to parents/students.

Throughout the school year, communicate regularly with parents/students about assignments, deadlines, expectations, and discipline issues.

Faithfully teach your class each time it is scheduled and in a way that engages students and compensates for their ages and learning styles.

Be in the classroom before the students arrive and with enough time to be prepared for class. End your class on time so that students are not late for another teacher's class.

If you will be absent, you are responsible to find a Substitute; Substitutes can be the Teachers' Aide or other parent. Provide a lesson plan and direction to the Substitute. If you cannot find a Substitute or cannot be at Co-op unexpectedly, contact Kim Johnson by text or phone call for assistance.

Communicate with the Teacher's Aide(s) how they can be of assistance to you.

Handle minor behavior problems and first offenses by separating children from each other, giving a warning, and/or addressing the students and/or their parent. Be proactive with students/parents by alerting them right away of any problems in class with assigned work, cooperation, or behavior.

If a more serious discipline issue arises, or it is the second or third offense, notify Chrissy Walsh immediately. Send the Teacher's Aide to find her to help handle the situation or remove the student from class. A Study Hall will be provided every period for students who are disrupting class or not complying with class expectations. Classes may be monitored from time to time to offer as much aid to the teacher as possible. Seek out Leah Poe or if ever in need of teaching advice, techniques, or ideas.

Exhibit Godly character and be a good example with your words and actions.

Teacher's Aide Expectations:

Assist the teacher in any way needed, including retrieving supplies, escorting students to the restrooms, helping keep order, etc.

Help the teacher manage discipline by using preventative measures, i.e., separating students, finding Chrissy Walsh or Leah Poe, and gently reminding students of expected behavior.

For children 6th grade and under, line them up at the end of class and escort them to their next class.

Be in the classroom before the students arrive with enough time to help the teacher get prepared for class. If you will be absent, you are responsible to find a Substitute Aide. If you cannot find one or cannot be at co-op unexpectedly, contact Kim Johnson for assistance by text or phone.

Exhibit Godly character and be a good example with your words and actions.

Committee Head Expectations:

Organize your committee, ensuring that the purpose of the committee is accomplished, and deadlines are met.

Utilize the other members of the committee and delegate any tasks that are necessary.

Communicate to the whole Co-op details about your event that need to be known.

Keep leadership updated regarding your plans and any conflicts or issues that arise.

Exhibit Godly character and be a good example with your words and actions.