

HomeForHisGlory-Educational Co-op

Lead Teacher Instructions

Motto: "...whatever you do, do it all for the glory of God" 1 Corinthians 10:31

1. **Seek the Lord daily and live out our motto.**
2. **Arrive EARLY and be prepared.**
3. **Love your subject** Teach it heartily as to the Lord.
4. **Teach from a Christian worldview.** Reinforce primary doctrine, avoid secondary doctrine.
5. **Teach your students the tools they need for learning.** What will your students know how to do because they took your class?
6. **Have simple class rules** and convey them seriously to your students.
7. **Collect and correct homework in a timely fashion.** Homework needs to current in order to be useful:
 - Make sure each student understands the assignment
 - Make sure each student completes the assignment
 - Make sure the parent know when an assignment is not turned in.
8. **Stick to your syllabus** If you need to rearrange or alter it during the year be sure to Maintain the amount of time and work that it originally planned. Anything beyond the Original workload will be voluntary.
9. **Delegate classroom chores** to your helper.
 - hand out material -plan field trips
 - take attendance -write up "no homework" notices
 - write thank you notes -escort little ones to the bathroom
 - etc.
10. **Guard your class time.** Class time should be used to accomplish class goals.
11. **Use videos sparingly.** Videos should not used as a primary teaching tool.
12. **Prepare a backup plan** in case of an emergency absence. An appropriate video could be used in this instance.
13. **Keep your standards high.**
14. **Leave a paper trail.** Teach as if someone else will be doing it next session/year. Keeping the following records is, in effect, building our curriculum guide. A guide

Will help us maintain continuity from year to year.

- keep attendance
- record each grade you give (if appropriate)
- keep a copy of everything you use in class
- record any variation you made on your class syllabus

This list is for the HFHG-EC members who are currently teaching. It is also a tool that can be used to guide our prayers for them. Additionally, it is a resource for us as we get ready to serve in this capacity. In all likelihood, at one time or another, you will be asked to lead teach.

The hours that lead teachers spend preparing for class is significantly greater than the Monday hours contributed by those who do not teach. Remuneration is the same for the teaching and non-teaching member: Our children receive excellent learning opportunities. Lead teachers also purchase their own curriculum.

We all appreciate the time and expense that is invested in each class. Perhaps we can pay special attention to those who teach our own children. Could she use some help in any particular area? Perhaps a meal, or a play time for her children so she can spend some uninterrupted time in class preparation? Let's be creative!