

Space Explorers Club
Responsibilities – Teachers, Co-Teachers, Assistants, Substitutes

Teachers and Co-Teachers

- Ensure that you have been approved as a Tier III volunteer or have submitted your fingerprints to qualify at the Tier III level. A Tier III volunteer is one who has to potential to be alone with a student. Refer to the Parents & Students-Volunteers tab at the school's Web site for details.
- Prepare well for each activity planned for each session.
- Experience has shown that fewer process questions arise if all Teachers for the grade level have met to discuss the lesson plan and practice the activities with their Assistants at least one week prior to the scheduled session date. You may decide to plan multiple sessions during a single meeting. This aspect is left to the discretion of the Teachers.
- Teachers can alternate responsibilities for leading a planning session for the grade level.
- Make a list of needed supplies and designate someone to purchase enough supplies for all classes in the grade level if no Supply Coordinator is available. You can pull items from the club supply cabinet.
- **Interactive (a.k.a. "hands-on") activities to support the lesson plans are essential to the success of the program. Many students lose interest quickly if they have to sit and hear a lecture during the recess/lunch period.**
- All volunteers must complete the visitor log and a name tag in the Administrative Office BEFORE entering the classroom. Wear the name tag where it is easily visible to the school staff.
- Ensure your **timely arrival** at the classroom or ensure that another Tier III volunteer will be in the classroom if you know that you will arrive late. School teachers leave their room during this period. You may need to ask the school teacher if he/she can stay until you or another Tier III volunteer arrives. Be aware that the school teacher will allow the students to go to their recess or lunch if you are not in the room at the designated time and have not made prior arrangements with him/her.
- Find a replacement Teacher and transfer responsibilities to the replacement Teacher if you know that you will miss a session. Provide **at least 24 hours advance notice** to Brian Katz if you are an OSC employee or to the school program coordinators if you are a non-OSC volunteer. The class may need to be cancelled and the Class Coordinator may need to be notified prior to distribution of notices.
- **Record attendance** during each session to account for every student on the class enrollment list. Notify the student's homeroom teacher and parent if the student is absent without prior notification.
- Review the Space Explorers Club "Discipline Guidelines" with the students during the first session and enforce during the year.
- **Communicate clearly and timely with your Assistants** (or Aides) so that the activities can proceed efficiently during each session. Remember that you have **only 25 minutes for "hands-on" activities** if you allow 10 minutes for lunch and 5 minutes to restore the classroom to its original state or better. The school teachers dislike returning to their classroom and finding it in disarray.
- Present activities as agreed upon with your fellow Teacher. Either alternate sessions as the Teacher or take the lead in one of the activities planned during the same session.

Assistant or Aide

- Attend the planning meeting with the Teachers if you need clarification of activity instructions.
- Ensure your timely arrival at the classroom and attend all sessions.
- Contact a Substitute to replace you for an absence or ask the Class Coordinator to do so.
- Be prepared to assist the Teacher with recording attendance, instructing activities, cleaning room, student discipline and rocket assembly.

Substitute

- Fulfill the duties of an Assistant as needed, **especially with short-term notice.**