

Position Contract



Division	Sales	Priority: H= High, M= Medium, L= Low			
Position	All Teachers	Frequency: D=Daily, W=Weekly, M=Monthly			
Main Divisions/Key Responsibilities of this area		Frequency & Priority			
		D	W	M	Other
	1. Follows the lesson plans created for classes	H			
	2. Attends staff training sessions to keep up on skill assessment			H	
	3. Completely fills out report cards created for boys and girls				H- 8 weeks
	4. Keeps up on progressions in book		H		
	5. Reports to School-age Director when a child is ready to move up	H			
	6. Takes attendance in teacher's book along with main attendance book	H			
	7. Attends to all responsibilities after class (cleaning set up, postcard, attendance, checking box)	H			
	8. Is in lobby before, during, or after classes, conversing with parents	H			
	9. Attends all mandatory bi-weekly meetings				H- bi-weekly
	10. Warming up their own class	M			
	11. Be willing to sub when needed				M- as needed
	12. Contacts program manager when need to be absent				H- as needed
	13. Mail out newsletters and statements when weeks are designated				M
	14. Start and end class on time	M			

Place H (high), M (medium), L (low) in one of the frequency and priority columns to indicate how frequently the tasks for the responsibility are carried out and how important they are.

1. Follows the lesson plans created for classes:
All teachers will have updated lesson plans in front and back covers of teachers' books and will follow as assigned to ensure consistency of learning in the gym.
2. Attends staff training sessions to keep up on skill assessment:
Will attend all assigned trainings to expand knowledge of skills and best drills to aid in teaching. They are responsible to take notes at these training sessions and keep the notes in their teacher's book. They should be willing to learn new skills.
3. Completely fills out report cards created for boys and girls:
Report cards are designed by the School-age Manager and are to be filled out by each teacher every 8 weeks for every student they teach. Each teacher will have their own file folder in a file box located in the gym and is labeled by the teacher's name. The first report card that is handed out to students must be an original and before handing out a copy must be made for the teachers file. Any new students who join throughout the year are to receive a report card at the end of the first 8-week session that they are there. These report cards are the responsibility of the teacher and if not kept up with or are not accurate, students and parents of students will be asking questions.
4. Keeps up on progressions in book:
All teachers are to keep up with the progressions in their teacher's book. The Training Director or School-age Manager will check once a month for accuracy and consistency for every student that they teach. Teachers must dot skills when they are introduced to the skill, but not mastered. Put a date under a students name next to a skill indicates on that specific date the student mastered that skill. There are many times when students switch classes and names on the progression pages need to be updated. Blank progression pages can be found in the file box located in specific file folders in the gym on the counter.
5. Reports to School-age Manager when a student is ready to move up:
When a student has mastered all skills to move to the next level, the teacher will report to the School-age Manager and ask when openings are available in the next level. Move ups can happen as soon as the child is ready. We do not want to hold any child back from progressing further into more advanced levels. The teacher, after getting the ok from the Manager, will either call the parent and student or will make it a point to talk to the parent and child after their next class.
6. Takes attendance in teacher's book along with main attendance book:
At the start of every class each teacher will take attendance while warming up the class. At the end of one's shift each teacher will report to the main office where they will take attendance in the main book. Attendance is one of the most important parts to the teacher's job and it must be completely accurate. If attendance is forgotten in the main book, an office member may refer to the teacher's book to fill in class attendance that is missing.
7. Attends to all responsibilities after class (cleaning, setting up for preschool or school-age, postcard attendance, and checking box):
Every teacher has specific jobs that must be completed before leaving for the day. The manager of each program will assign specific jobs to specific teachers. At the

conclusion of each teacher's shift a postcard and attendance must be completed. Each teacher will be assigned a cleaning job and a specific area in the gym to be cleaned or straightened for the day. If the teacher is working on a school-age night, the uneven bars, balance beam, and tumbl-trak are to be set up for the next morning for preschool. For all preschool classes, equipment must be cleaned up before leaving for the day.

8. Is in lobby before, during, or after classes, conversing with parents:

All schedules are designed so each teacher is available to speak with parents and students. Student will gather in the gym in the on-deck waiting area while parents are in the lobby watching the classes. All teachers are to be available to parents during their break in between classes whether it is before class or after the class has concluded. Most of the time two classes are warming up together so if one teacher must meet with a parent their next class is getting warmed up and has started on time.

9. Attends all mandatory bi-weekly meetings:

Each teacher is required to attend all meetings. If teacher cannot attend, they will be required to watch the meeting on videotape. The teacher will not be paid for this time. Each meeting is payable by one hour under OCW (out of class work). These meetings will contain upcoming news, new lesson plans, teaching hints and new drills, and anything the teachers need to know about.

10. Warming up their own class:

Teachers are responsible for warming up their own classes correctly and safely. Most of the time there are two classes warming up at the same time for school-age classes. For preschool classes, almost always each teacher warms up their own class.

11. Be willing to sub when needed:

Teachers may be called on their days off to sub for another employee. Teachers should go above and beyond to help out each other. It's important to be a team player. Make sure that when you sub for another teacher, you give all the parents your "Meet the Teacher" handout with your bio and photo so they can get to know you as you teach their child.

12. Contacts Program Manager when need to be absent:

Each teacher is responsible to get their sub if they need a day off. First call the Program Manager to ask for specific day off. The teacher then needs to find a sub who is capable of teaching the specific classes. The teacher needs to fill out a sub sheet that was given to them by the Program Manager. The sub sheet must be signed by the Program Manager and a copy is placed in the person's box who is subbing for the classes and another copy is placed in the daily tickler.

13. Mails out newsletters and session statements when weeks are designated:

All teachers will be notified when specific handouts are to be mailed home. If needed, the office staff can also help the teachers.

14. Start and end class on time:

Each teacher must start and end class on time. This is very important for families that have busy time schedules. If for some reason the class starts late, do not end the class late. Each teacher should wear a watch and make it their responsibility to make sure all clocks in the gym are set for the same time.