

# Position Contract

Division	Sales	Priority: H= High, M= Medium, L= Low			
Position	All PS Instructors	Frequency: D= Daily, W= Weekly, M= Monthly			
Main Divisions/Key Responsibilities of this area		Frequency & Priority			
		D	W	M	Other
1. Follow the lesson plans created for classes on Facebook	M				
2. Attend staff training sessions to keep up on skill assessment			H		
3. Become CPR/Safety certified and maintain current status					H-as needed
4. Check email before coming to work	M				
5. Take attendance on Kindle	H				
6. Attend to all responsibilities after class (cleaning, set up, postcard, attendance, checking box)	H				
7. Make sure everyone in the gym is wearing the correct apparel	H				
8. Be in lobby before, during, or after classes, conversing with parents	M				
9. Attend all mandatory monthly meetings					H-when designated
10. Know where to park your car	M				
11. Sub when needed					M- as needed
12. Contact Department Manager when calling off shift					H- as needed
13. Read the Weekly Reader			H		
14. Start and end class on time	H				
15. Present at all classes the week of Group Parent/Teacher Conference and can lead the talk					H-when designated
16. Know names of students and parents	H				
17. Know your own work schedule	H				
18. Convert trial students	H				
19. Keep current students	H				
20. Wear correct uniform	H				
21. Handle an accident					H-as needed
22. Know how to use and follow a rotation schedule	H				
23. Be your own education advocate					
24. Garbage collector					H-as needed

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division: **Sales**  
Position: **All PS Instructors**



1. Follow the lesson plans created for classes:  
All teachers will have updated lesson plans in the front and back covers of their instructor's book and will follow them as assigned to ensure teaching consistency throughout the gym. A video of the current lesson plan can be found on the Gym Staff Facebook.
2. Attend staff training sessions to keep up on skill assessment:  
Will attend all assigned training sessions to expand knowledge of skills and best drills to aid in teaching. They are responsible to take notes at these sessions and keep them in their instructor's book. Instructors should always be willing to learn new skills.
3. Become CPR/Safety certified and maintains current status at all times:  
PAA will set up specific times in the gym when CPR certification is conducted. It is the employee's responsibility to pay for the CPR certification. Once completed, the employee is eligible for a \$0.25 raise. In order to keep the raise, the employee must keep the certification current.
4. Check email before you come to work:  
Many times, important information is sent via email. It is the responsibility of the employee to check this before coming into work. If a task is needed that takes time, OCW can be added to the employee's time card. The Department Manager/VP would have to approve the time added.
5. Take attendance on the Kindle at the start of each class.  
At the start of every class each teacher will take attendance during warm-ups. Attendance is one of the most important parts to the teacher's job and it must be completely accurate.
6. Attend to all responsibilities after class (cleaning, setting up for preschool or school-age, postcard, attendance, and checking box):  
Every teacher has jobs that must be completed before leaving for the day. The manager of each program will assign certain jobs to specific teachers. At the conclusion of each instructor'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. Equipment must be cleaned up before leaving for the day if school-age classes will be utilizing the gym that evening. You should ask the Manager on Duty if there is anything else needed for the day/night before you leave the building.
7. Make sure everyone in the gym is wearing the correct apparel:  
In parent and tot classes make sure all adults are in socks. Children must be dressed in correct gymnastics attire, which includes a leotard and gymnastics shoes. Boys needs to wear cotton shorts, a tucked in t-shirt, and gymnastics shoes. If your students do not have the correct apparel on you will need to send home an apparel card.
8. Be 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. Students will gather in the gym in the on-deck waiting area while parents are in the lobby watching the classes. All instructors are to be available to parents during their break in between, before and after class.

9. Attend all mandatory meetings:

Each instructor is required to attend all meetings. If an instructor cannot attend, they will be required to watch a video of the meeting. The instructor will not be paid for this time. Each meeting is payable under OCW (out of class work). These meetings will contain upcoming news, new lesson plans, teaching hints, new drills, and anything else the instructors need to know about.

10. Know where to park your car:

Due to limited space in our parking lot, every employee must make an effort to keep the best spots for our customers. Some days have assigned parking due to the volume of students.

11. Sub when needed:

Instructors may be called in on their days off to sub for another employee. Instructors 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 while you teach their child.

12. Contact Department Manager when calling off shift:

Each instructor is responsible to get their own sub if they need a day off. First you will fill out a vacation request sheet and turn it in to your program director. The director will approve or not approve and the request sheet will be returned to the employee with or without a sub sheets. If approved, the teacher then needs to find a sub that is capable of teaching the specific classes. The teacher needs to fill out the sub sheet that was given to them by the Department Leader. The sub sheet must be signed by the Department Leader and a copy is placed in the box of the person subbing and another copy is placed in the daily tickler.

13. Read the Weekly Reader:

Each week every employee is sent the "Weekly Reader". This is a communication tool to pass on important information and is a required read.

14. Start and end class on time:

Each instructor 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 sure all clocks in the gym are set for the same time.

15. Be present at all classes the week of Parent/Teacher Group Conference if necessary:

Instructors are required to be present all week during the Parent/Teacher Group Conferences. Follow the script given by the Department Leader and lead his/her class in the conference.

16. Know names of students and parents:

Make it a point to learn the names of all of your students and their parents, use name tags if necessary.

17. Know work schedule:

All teachers are required to be aware of their work schedule as classes and schedules change constantly.

18. Convert trial students:

It is your job to treat each new child doing a Trial Class with TLC. The first thing that you should do is introduce the new students to his/her “new friends” in class. Do this in the lobby BEFORE class starts. While in the gym, give that “guest” a little more attention to make sure they know exactly what to do. Most children won’t ask if they don’t know what to do, they will just feel overwhelmed and not come back. To convert a Trial Student into a Joiner you need to make sure you talk with the mom after class saying nice things about their child and how they did in class with the skills or how they worked with other kids.

19. Keep current students:

- Progress Skills
- Use their names and introduce them to other families in the gym.
- Create Relationships – LISTEN to your students. “People don’t quit their friends – people quit companies”
- Have FUN!

20. Wear correct uniform:

Every week in Weekly Reader the correct uniform for the week is shown. Please read and check weekly.

21. Handle accidents:

If there is an accident in class... call the Floor Manager depending on severity. First aid supplies are located near west wall under music controls. If ice is given or accident is severe you are required to fill out an accident report. They are located in the office under Tickler, in an orange folder labeled “Accident Forms”. At the end of your shift, call the parent of the hurt child to see how they are doing. Note the call on the Accident Form and put the form in the VP of Operations mailbox.

22. Know how to use and follow a rotation schedule:

a rotation schedule is used to make sure the gym is running properly. Every teacher needs to be able to read and follow one.

23. Be your own education advocate:

Teaching gymnastics takes much training. We at PAA have a training program for all new employees. Once your initial training is over, and you may need/want more education. It is up to you to let your Department Leader know in order to make the appropriate arrangements or video training, hands-on spotting, etc... PAA will conduct whole staff training a minimum of 2x a year. We believe in education and are happy to assist you in any way we can.

24. Garbage collector

It is every employee's job to collect garbage/trash seen inside or outside the gym. When walking through the parking lot, gym, lobby, swimming pool area, please keep eyes open for anything on the ground that shouldn't be there. Pick it up immediately. Also, if garbage cans look full or smell bad, do not wait until designated cleaning time. It is your job to change them right then and there. This job is just as important as all others. This should be a team effort.