

Chinmaya Vrindavan Math Club

Student Instructor Expectations and Guidelines

Once selected, the student instructors who commit to the program should understand that as teachers in the Chinmaya Vrindavan Math Club, they are accountable for their responsibilities towards their students. As representatives of Chinmaya Mission and Pujya Swamiji, it is of utmost importance that they conduct themselves with poise and professionalism, and discharge their duties sincerely.

1. Instructors are expected to commit to the 9 month, weekly program, September - May (perhaps a week or two in June if we schedule make-up for snow days). Absences due to illness, family travel, concerts and inter-school sports are expected. However, absences due to other commitments such as school work, activities, or sports/concert practices are **not acceptable**. It is important that the students in the class do not experience disruption or discontinuity in their lessons due to frequent instructor absences.
2. There will be two instructors for each grade. Instructors are expected to prepare for each class by reviewing in person the lesson plan prepared by Grade Coordinators. They will solve the packets and clear any doubts latest by the weekend before each class. The preparation time per week is NOT to exceed 2 hours.
3. Instructors reporting time at the Ashram is 5:45 pm. Late arrival is not acceptable. Classes will start EXACTLY on time and avoid going over time.
4. Volunteer Hours Certificate will be awarded for class teaching and in-person prep time at the end of the year. This is contingent on responsibly and reliably completing their commitment throughout the year. In order to be eligible for Presidential Volunteer Service Award consideration, Instructors cannot miss more than 3 classes in the year and cannot be late (arriving after 5:45 pm) for more than 3 classes in the year.
5. Classes will be limited to 5-10 students per class. While dealing with children in their class, instructors are expected to be pleasant, encouraging, patient and kind. As student leaders, instructors' behavior will serve as a role model for the younger children.
6. Instructors will not be permitted to use their cell phone during class.
7. Instructors are expected NOT to communicate directly or via email with parents of children in their class. All communication will be through Grade Coordinators.
8. Instructors will follow proper dress code in the ashram. Shorts above the knee and tank tops are not permitted. Understand that seating will be on the floor, so dress accordingly.
9. All ashram rules regarding footwear, silence and decorum should be followed and enforced upon the students. Keeping our ashram neat and tidy is everyone's responsibility.

We have read and understood the expectations of Student Instructors in the Chinmaya Vrindavan Math Club.

My child, _____ in Grade _____ (in Fall 2017)

is available to volunteer on Wednesdays from 5:45-8:10 pm.

(Applicant signature)

(Parent signature and date)

Parent contact: email address: _____

phone: _____