



Hello Prospective Lead Teachers,

Thank you for your interest in teaching with Homeschool Collaborators United!

Out of all the information provided regarding the co-op, this is by far, one of the most important documents. Like you, we take the time we have with other people's children seriously, because we understand the significance and positive influence that we're capable of bringing to their lives.

It takes people like you, leading the way in our classrooms to have our co-op come to life! Although we understand this is a volunteer position, we want to ensure that our cooperative remains SAFE, organized, FUN, and professional.

Safety is our #1 priority! Being that our co-op runs on a rotation basis, this means parents are free to leave the building whenever they choose during the weeks that they are not teaching. In order to accommodate the parents peace of mind while leaving the building, we are providing live feed security cameras in each classroom.

We want you to feel comfortable leading your classroom in an organic fashion as you normally would. There will be no audio. The camera will be situated in a far corner to capture the view of the entire room, and will be used simply for "eying" your children, ensuring they are where they are supposed to be.

This, coupled with a proper attendance sign in process, should cover us on all safety concerns.

In addition, in order to maintain cooperative standards, administration will be sending out a weekly newsletter to parents. This newsletter will house information regarding all of our classes and will serve as a weekly recap, as well as give information for the upcoming week.

With that being said, we need YOUR help to ensure the newsletter stays updated, on time and organized. All Lead Teachers will be responsible for providing information regarding their class.



Below are a few of our Lead Teacher expectations. Please review PRIOR to expressing interest in leading a class.

** Remember, just because you are responsible for these action items being completed, does NOT mean you are responsible for “doing” it. Let's utilize our leadership skills and delegate where we can! **

Lead Teacher Expectations

- Newsletter Requirements
 - We need you to provide a recap of the concepts reviewed during your class.
 - We need your details on what will be covered during the next scheduled class.
 - Please be terse about it! We need this to be a **QUICK** recap.... As short as possible to ensure it fits on the Newsletter.
 - Newsletter info will need to be emailed to admin@hcunited.org by 3pm, the Sunday after class.

- Administration will be keeping up to date information on parents. Please assist us ensuring this list does not get lost in your classroom. Keep it in a safe place in the event we need to call a child's parent for any reason.

- Teachers are NOT allowed to yell at kids for ANY reason!

- Disciplinary Actions
 - When & if, you feel the need to administer any type of disciplinary actions to kids, please communicate and express this to the parent before 7pm *that day*. It is always best for this type of communication to come from the teacher FIRST. We don't want our parents getting this communication from the child.
 - If you're able to speak with the parent while still in the building, GREAT! Just please ensure that it's a private conversation.



- If you're unable to speak with the parent while still in the building, an email or text is required to be sent to the parent by 7pm THAT Friday. Whichever way they notated on their student registration as their preferred means of contact, is what we will use as a whole.
- Disciplinary Process
 - 2 warnings, and on the 3rd offense, the child will be removed from class.
 - When a child is removed from class, either you or your assistance needs to email the parent as soon as possible, informing them of the situation, CC'ing Administration.
- Communication
 - Monthly Zoom Meetings
 - Once a month, we will have a quick Zoom Meeting with all lead teachers and administration. This will be our time to check in, discuss what's working, what's not working, and get direct feedback from the Lead Teachers about the things you need and how we can all support each other.
 - We will discuss your upcoming classes and materials you may need.
 - We will also use this time to discuss any ongoing problematic children. This is not a gossip session! This is just to see if we are consistently having issues with any certain kids and what we can do to support their continuation of attending the co-op. If the group deems as a whole that's it's best to part ways with this child, administration will support you.
 - This conference call can be done by Zoom phone or video call. It's whatever you prefer... no stress!
 - We hope that you feel comfortable speaking to administration about any and everything. Please don't be shy! You are doing us a disservice by not being bold and speaking up when you feel it's needed. We value your opinions.



- Flexibility
 - This is a brand new co-op and there will be things that will have to be learned as we go. Therefore, we need your flexibility and support.
 - Please understand that these expectation guidelines are a WORKING DOCUMENT. Meaning we have the right to add, take away, and adjust as we see fit, based on the betterment of the copporative.

Prospective Teacher Name

Prospective Teacher Signature

Date

If you have any questions regarding these guidelines, please don't hesitate to reach out. Once again, we thank you for your interest in teaching with HC United.

Best Regards,

Homeschool Collaborators United

Administration

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