

Junior Teacher Responsibilities

1. Junior teachers at OCS have the same general responsibilities as senior teachers:
 - a. Abide by Chinese school rules and regulations.
 - b. Attend teacher meetings and training.
 - c. Sign in at the office after arriving at school.
 - d. Comply with class time. The teacher must arrive at the classroom 10-15 minutes before class start time, and must not leave early, or be absent without a good reason.
 - e. For any reason you cannot teach the class, you must give two weeks' advance notice.
2. Teach 4-8 lessons per semester under the guidance of the senior teacher.
3. Assist the senior teacher to prepare for the class, including but not limited to the following:
 - a. Keep students in quiet, orderly line outside of classroom till the previous class is dismissed.
 - b. Set up projector, tables and chairs.
 - c. Make copies and prepare teaching materials.
 - d. Take student attendance.
 - e. Guide students to seats and direct parents to the family room.
4. During class:
 - a. Remind students to pay attention.
 - b. Take students to the office in cases of emergency (nose bleeding, etc).
 - c. Assist the senior teacher with classroom activities.
 - d. Grade homework and quizzes/tests.
 - e. Remind parents not to stay or chat inside or outside of the classroom. Direct parents to wait in the family room.
5. After class:
 - a. Assist parents and volunteers to guide the students to the next class in an orderly manner.
 - b. Clean up the classroom, move tables and chairs back to the original position, and wipe clean the black (white) board.