

ERUUF RE Teaching Teams Job Descriptions

It is our desire that all RE classes for children (through 8th gr.) implement a team teaching philosophy. This enables each member of the team to utilize their particular strength as opposed to trying to be all things for all people. Each team will have a designated team leader or co-leaders. The designated leader(s) needs to be in touch with the DRE by email ONCE a month with brief overview of how their team is doing. This strategy enables the DRE to be in touch with one rather than 4 people at any given time.

Team Leader(S):

- Is responsible for supervising the team teaching schedule and keeping it up to date.
- Is responsible for implementing a *team covenant* with their teaching team within the first month that classes begin. All completed covenants need to be signed and given to DRE.
- Is responsible for monthly communication with the DRE either through email or phone.
- Is responsible for creating an email distribution list for their class, updating it, and distributing it to other teachers on their team.
- Coordinates all sign up sheets either for parent helpers, or parent subs.
- Is responsible for communicating with team members the need to arrive at least 15 minutes before the service begins to set up the room, prepare materials then clean room after class.
- Is responsible for ensuring the presence of 2 adults at each class per week.
- Communicates with designated classroom leaders, as needed, to insure that each class is well planned and prepared for, in advance of Sunday AM.
- Is responsible for making sure the monthly attendance sheet is filled out.

- Team leader will model leadership and encourage the development of those skills with fellow team members.
- Communicates with RE Assistant, as needed,
- Co-Team Members:
 - Assists the team leader by either taking the lead for a certain session or facilitating part of a session as decided in the monthly session planner
 - Stays in contact with the team leader as mutually decided upon and communicates back to team leader in timely fashion.
 - Shares the responsibility of signups for substitutes and helper as needed at the request of the team leader.
 - Takes responsibility for cleaning classroom, putting all things away in cabinets and rearranging furniture.
 - Shares in the responsibility of staying late and/or arriving early as needed.
 - Communicates with the RE office assistance by Wednesday PM with class supply request for upcoming Sunday.
 - Sends weekly email to parents if leading a class.
- Parent Helper Job responsibilities:
 - Helps the team leader and co leaders with various tasks and projects, as needed.
 - Assists in clean up at the end of session.
 - Is available to provide TLC to any child who needs special attention
 - Gives assistance for major or particularly messy projects.

Substitute Teacher job responsibilities:

- Assumes responsibility for carrying out the lesson plan prepared by team leader or other team members to insure a smooth transition. Communicates with team leader after the class to inform them on any needs, or concerns.