

NORMAL CLASS NIGHTS

On a normal class night, the Director should arrive at a bare minimum 30 minutes before the teachers, earlier if a lot of set-up is needed. The teachers should arrive at least 20 minutes (more if possible) before classes start. It is your job to make sure that the building is open and the classrooms are unlocked and set up the way the teachers have indicated that they want them. (Have the teachers draw a diagram of how they want their classrooms set up. Check with your facility coordinator to see if the maintenance crew can set up the classrooms.)

Distribute the supply boxes to each classroom. These supply boxes should already be filled with the exact supplies that your teachers requested.

Distribute Bibles, student books and picture dictionaries as needed.

Set up your registration table.

Set up your literature table. What should be on your literature table?

- Bibles in languages that your students speak.
- Bible Tracts in languages that your students speak
- Brochures from other English Classes
- Brochures from agencies that help Internationals in your community
- Pens for students to take
- A Big Welcome Sign
- Hand-Outs about upcoming activities
- Mints

Meet with your teachers as a group before the classes start for a time of announcements and prayer.

It is your job to make sure that new students are registered and placed in the appropriate classroom. You run any activity that may go on during snack time. You may want to take a “head count” attendance (to match it to the written attendance later).

You make sure that all the classes are covered and reassign teachers as necessary for the evening.

You stay in the general area of the classes in case you are needed for anything during class time. You observe classes to ascertain if teachers need improvement/instruction in specific areas.

At the end of the evening, you make sure that everything is cleaned up and put away. You never leave until all of your teachers and students are gone.

Attendance:

Each evening each classroom should have its own attendance sheet. These can range from a very simple write your name on the paper list to a computerized Excel data base. If you use the database method, it's nice if you can provide your teachers with a list of their students with addresses and phone numbers each week. They can use this list as a prayer guide and also to have current contact information to call/write their students.

Most church-based ESL Schools have "revolving door" attendance, meaning that the students that are here this week are not necessarily the same ones that will be there next week. You will have 3 categories of students: the ones that are regular in attendance, the ones that are regular in attendance but on their own schedule (i.e. every other week), and those that attend from one to six classes and then disappear for unknown reasons. This is normal. Do not let it upset you or cause you to shut down your school. Students will keep coming to classes for two basic reasons: their English is improving and they are developing a relationship with someone in the program (hopefully a teacher).

At the end of the classes, all teachers should hand their attendance sheets into you so that you can keep a master record.

Note about attendance: Usually your attendance at a church-based ESL School will drop by half or more when daylight savings time hits. This is normal. The lower the socioeconomic group of your students, the higher drop in attendance you will have. That is why many schools are choosing to end their regular classes the end of April and do less intensive programs (i.e. book club) in May and June. But please remember that smaller classes does not mean less fruit. Many times relationships between teachers and students go deeper when the overall numbers are smaller.