Expectations for all Instructors / Teaching Staff

We expect that you will read and follow the guidelines of the Instructor Job Description or Teaching Assistant Job Description, and the Instructor Handbook. Keep in mind the following additional expectations regarding your employment.

You were selected as a Youth Programs (YP) Instructor or Teaching Assistant because we are confident that you will always exercise good common sense when it comes to overseeing your own behavior, as well as your students. You are a responsible adult representing the Program in all situations involving the YP participants.

Your Instructor/TA Job is Basically Fourfold:

- You are expected to ensure the safety and well being of all the students assigned to you. Try to help each of your students adjust to this new learning experience. Encourage them to make new friends and to become involved in the classroom activities, monitor health problems, and watch for problem areas (i.e. homesickness, discipline, etc.).

- Be sensitive and open to their individual needs, i.e. give the shy student a little extra attention. Most importantly, let your students know that you are always available whenever they need you.

- It is your responsibility to see that the participants follow the Youth Programs Community Standards rules and regulations. Even if you disagree with a certain rule, it is your duty to enforce it. Maintaining order and a consistent code of conduct helps ensure that the programs run in a safe and organized fashion. Show a positive attitude.

- As an instructional staff member you are expected to actively organize and supervise educational activities. This includes planning, promotion, participation, and being a team player.

Rules and Regulations:

- **Never** report to work or interact with students while under the influence of any drug, including alcohol. Any time you are in the classroom you are expected to have all the alcohol out of your system.

- Instructors who wish to smoke must do so out of sight of the students and on their own time.

- Staff members are not allowed to date or fraternize with any present-year YP participants (resident or commuter) throughout the duration of the program.

- Staff should not violate the rules that the YP participants are asked to follow.

Professionalism:

- The Instructor Handbook clearly states the majority of your **explicit** responsibilities. Due to the dynamic nature of the position, some attention must be given to discussing your **implicit** responsibilities regarding professionalism.

- Above all, remember that the welfare of the students is your primary concern. The heart of the job is caring for the students.

- Bring any concern you have to the Head Counselor(s), Coordinator, or the Assistant Director. This is not only a request, it is a job requirement. We value your feedback.

- You will have to make a judgment call on situations. If you suspect a problem, even if there is no evidence, just a “bad feeling,” please talk to someone immediately about it. Chances are your instincts are good.

Michigan Technological University is an equal opportunity educational institution/ equal opportunity employer.
You are expected to be a team player and role model in the classroom, on campus, and in the community.

**Judgment:**

Although there are situations where policies are clearly defined (i.e. enforcement of YP rules) and you will not be left to make a decision, there exist other situations that will be entrusted to your judgment. For example, it is not a judgment call whether or not to enforce a rule, but it is within your own authority as a member of the YP staff to discipline students breaking the YP rules. If you don’t feel comfortable with a particular situation, solicit input from the YP Assistant Director or allow him to handle it. In either case you must inform the Assistant Director of the incident and the outcome. Also, an Incident Report Form (available from the head counselor or coordinator) will need to be filled out. This form allows us to track and monitor trouble areas. Often, if a student is acting up in your classroom, they are also causing problems in other areas of the program, too, so your report can be a help in early detection and resolution of problems.

Your judgment is immensely important during activities. There are several reasons for this. First, you will usually be driving Michigan Tech vehicles and you must utilize good judgment here. Second, your judgment will dictate student actions and behaviors. Third, your good judgment must be utilized when assessing situations to determine and ensure the safety of the YP participants.

**Responsibility and Accountability:**

Your role in our program is extremely valuable. As such, it is your responsibility to notify the Assistant Director if anything (illness, personal issues, etc.) will hinder your duty performance. Not only is this important because we must be able to count on you to perform your duties exceptionally, we also care for you and want to serve you as best as we can.

At this time, it is important to emphasize your role as caretakers of the YP participants. While participants are here, WE are responsible for them - their safety and well-being (both physical and emotional). You must remember this always.

Be aware of the schedule. Be ready for the students at the scheduled start of class time. Have more-than adequate class activities to keep the students occupied for the full allotted times, just in case an activity runs faster than you anticipated. NEVER let students out of class before the scheduled ending times, at noon or at the end of the day. They are entrusted to your care and supervision during the allotted classroom time.

**Appearance:**

Appropriate Dress: Many jobs require a uniform or “dress code.” We feel it is a great asset of the Youth Programs that our staff is diverse. As such, we don’t want to establish a “dress code.” In expecting you to act professionally, however, we must ask you to maintain certain standards of appearance. We ask that you select clothing that appears neat, clean, not too worn, and professional. A few examples of inappropriate clothing include: skirts/shorts that are too short, holes in clothing, clothes that are too tight (i.e. spandex), low necklines, bare midriff, inappropriate messages on clothing (i.e. advertising or promoting smoking, drinking, profanity, etc.).

**Attitude:**

This is perhaps the most implicit and important aspect of your job. Your attitude as a staff member is the “backbone” of our program. Besides your expertise, your attitude is largely why you are selected as a YP staff member. We are confident that you will go the extra mile to present a positive attitude to the students, family members of students, YP office staff members, and your co-workers. All staff members need to remember that a positive attitude creates positive results.

Above all, remember our parents have invested a significant sum of money in sending their child here to our programs. They expect their child to have a fun-filled summer week, while being challenged academically and considering new careers. As a team, we are all working towards guaranteeing those ends for both the parents and the participant. Thanks for helping us achieve those ends!