

Schedule A

Roles & Responsibilities

Position: STEM Instructor
Hours: Schedule with Campus Lead (classes run Tue-Fri 4:30-8:30pm, Sat/Sun 9:00am-5:00pm)
Reports to: Campus Lead

1. Sign up to teach classes through the front desk

- three weeks before the end of each semester (Sept-Jan, Jan-Jul, Jul-Aug)

2. Arrange coverage for time off and submit request in BrightHR app

- a. Arrange coverage of your classes when you will be absent. Use the Slack #coverme channel to communicate with other Exceed instructors in case you don't have contact info.
- b. Submit Absence Request via BrightHR including note specifying the covering instructor
- c. Provide notes to covering instructor for smooth transition

NOTE: The coverage system does not imply come to work whenever you want - instructors are responsible to teach their own classes per schedule on a consistent basis and arrange coverage used for planned time off or emergencies. Leads are not an option for coverage as the front desk cannot be left unattended. In the worst case when other instructors are not available, leads can cover classes only after arranging front desk coverage

3. Submit timesheets in the Blipp app

- By clocking in & out at the start & end of your shift (refer to Welcome Email for user guides)
- Clock out by selecting "Take a Break" for lunch break
- Record up to ten minutes at the end of your shift for end of day cleanup
- Speak to lead for approval for non-billable hours (outside of class start/end times)

4. Prepare for teaching course material prior to class start

- Instructors are responsible to review the teaching material prior to teaching classes, inline with Exceed's curriculum and learning objectives. Course slides are available at all Exceed centres.
- Minor deviations to curriculum are encouraged as long as it is in the best interest of students, in an effort to improve learning outcome
- Prepare and submit training plan to your branch lead/manager for approval and enter training hours separately

5. Start classes on time and keep students working in the classroom until end of hour

- invite your students waiting in the lobby into your classroom
- provide extra challenges for students who finish early

6. Employ Classroom Management Strategies

- Refer to Welcome to Team Exceed email for training documents
- Complete Misbehaviour Resolution plan with branch lead in case of incident
- Measure student progress each class through completion of daily challenge(s)
- Propose makeup class/extra time when required for improving student learning

7. Use spare time productively (training, maintenance, class slides)

- During spare hours, use this time productively by completing training for upcoming classes, perform maintenance or improving course content

8. Report incidents in the classrooms or students who are behind

- notify manager/lead instructor of any classroom incidents including misbehaviour, incomplete daily challenge, late arrival, etc. which negatively impact student learning
- propose makeup class for students who would benefit from having extra work time

9. Report robot and computer issues

through the "Maintenance" Slack channel for robots maintained by Exceed

10. Provide assessment for Trial Class students

- Inform parent and front desk if a student is not able to join the program of interest after trial class.
- Suggest alternative age group or program in this case

11. Restore classrooms to working order at the end of each day

- At the end of each day, clean up the classroom in which you last taught
- Place robots and loose components in the designated space
- Charge robots & equipment
- Keep student, instructor tables and floors clear

12. Ask your lead at the front desk for help when needed

- ask for help when required if problem persists after 3 minutes of troubleshooting
- elevate classroom misbehaviour after step 4 of the Stepped Consequences

13. Virtual instructor communication with students/parents via Orbund

- Have students share their screens to monitor progress
- Send text reminders for late students
- Email missed class recordings for students who miss class
- Send messages to parents of students falling behind or to provide coursebook/class files
- Delete class recordings via File library\Session Archives from oldest to newest when running out of storage room

Refer to Vedamo Files\Communication folder for verbiage & instructions, click [HERE](#) for video instruction

14. Record student attendance

for each class through Orbund

15. Follow Company Operating Systems and Policies

- Student Attendance, Classroom Cleanup, Maintenance System, 3D Printing System,
- Health and Safety in the Workplace, Workplace Violence & Harassment, Workplace Discrimination, etc posted on the centre's Health and Safety bulletin board
- Put and keep phones away during classroom hours

16. Complete mandatory training

health and safety, policies, etc. will be emailed, may require submitting certificates of completion

17. Content development opportunities

- Content development work may be offered to instructors based on company need

18. Arrange preparation for competitions & presentations

work with the campus lead if you need to access the centre during unscheduled hours

19. Submit updated police checks

Vulnerable sector checks need to be submitted annually to the front desk. Refer to the Staff Screening Policy.

Instructor Signature _____

Staff Screening Policy

All instructors and staff must present a Vulnerable Sector police background check prior to starting to teach at Exceed Robotics.

A police vulnerable sector check (VSC) provides screening of individuals who intend on working or volunteering with vulnerable people. As a robotics club working with kids ranging from 6 – 15 years old, we need to collect and document VSC for each of our instructors.

The VSC process varies depending on your region of residence. Below are links to the VSC site for Toronto, York and Peel regions.

Note that the application usually takes 2-4 weeks to process in some regions. The contractor is responsible for the cost of police checks.

Toronto (*North York, Scarborough, City of Toronto – postal codes starting with ‘M’*)

Toronto requires candidates to fill out and mail a Police Check Program Disclosure form that you can pick up at Exceed Robotics, a registered agency with the Toronto Police Reference Check program. Please read the accompanied information sheets for details of the application process.

<https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening-process.php>

Divisional Boundaries: <http://www.torontopolice.on.ca/divisions/map.php>

York Region (*Vaughan, Richmond Hill, Markham, Aurora, King, Newmarket, Whitchurch-Stouffville*)

Vaughan has an online form that needs to be filled out and dropped off

<https://www.yrp.ca/en/services/vulnerable-sector-check.asp>

Peel Region (*Mississauga, Brampton*)

Mississauga requires in-person application.

Visit <https://www.peelpolice.ca/en/services/vulnerablesectorcheck.asp>

Follow procedure under “Process for Un-Registered Agencies”