

Guidelines for Lead Teachers

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Please review these guidelines carefully and adhere to them to the utmost.

1. Understand and comprehend the prescribed syllabus for the class
2. Be aware of the class breakdown structure
 - a. There will be a total of eight classes held from 2:30 p.m. to 5:00 p.m. on the first Sunday of every month. See detailed schedule in the Proposal
 - b. Four sections are dedicated for Nasirat and four sections are dedicated for Atfal.
 - c. The age group of the participants will be from 7 – 15 years, with special exceptions made for 6 year old, provided they pass the test. (See Registration form)
 - d. Each teacher initially will be responsible for teaching the same class from 2:30 – 5:00 p.m.
 - e. This duration is split in 3 periods of 40 minutes each in which the subjects will be covered as per the Proposal
3. Design the 10 class breakdown for the respective grade. With the exception of Level 4, all levels are designed as one year courses. The 10 class breakdown can be further subdivided into Class work and Homework. Refer to **Format of Class and Syllabus Section** of the Proposal
 - a. The Final exam must be made in consultation with the National Markaz team
4. Review the timeline for the Sunday School to complete all the requirements on time. Please refer to the **Time Line Section** of the Proposal
5. Every child must be registered in the appropriate class.
 - a. Registration form must be filled by the child Attendance must be taken in classes
 - b. Please refer to the **Registration Forms** in the package.
6. It is the teachers responsibility to maintain and enforce discipline in class
 - a. Regular Feedback (Positive/Negative) about the child's performance must be communicated to their parents.
7. Make arrangements for ensuring that a teacher is present in class.
 - a. Arrange for the backup teacher to be available when the primary teacher is not.
 - b. Train the backup teacher to be able to perform the duties of a primary teacher.
8. Utilize the Teaching Assistant (T.A's) in providing support in the class.
 - a. Marking Assignments and Tests
 - b. Conducting Quizzes
 - c. Assist the teachers in maintaining discipline in class