**PSNC Teacher Responsibilities**

In Class

1. Conduct opening remarks, prayer, verses and announcements. 5 minute limit.

2. New Student orientation to PSNC.

Make Class folder. Explain rules, library, and schedule.

3. Introduce and explain new materials to students.

4. Set-up new student files (student record sheet, student information sheet, PSNC Unit 1, and 301)

5. Assist students with testing, SMC and CQ.

6. Discuss stop points and CQ steps with students.

7. Discuss homework with students.

8. Return previously corrected homework and discuss if appropriate. Check and approve daily goals.

9. Notify the Program Director of any PSNC lessons or materials need to be ordered.

1. Terminated student files should have all grades recorded and then given to the Program Director.
2. Keep conversations with students and also with staff Quiet. Others are trying to study.

Outside of Class

1. Grade homework and record work on Student Record Sheet and PSNC Learning Contract.

2. Evaluate student progress on Learning Contract and notify the Program Director of slow progress.

3. Write Student Learning Contracts.

Miscellaneous Teacher Responsibilities

These items should be done outside of class time also.

1. Teacher Desk -- Straighten student files & drawers. Keep supplies stocked.

2. Student Library and PSNC Library.

Check with students leaving program for TC books.

Check student rooms monthly for PSNC books.

Keep shelves orderly.

Keep books in good repair.

3. Assist with periodic PSNC inventory.