

A close-up, low-angle shot of a stack of books. The books are arranged vertically, with their spines and pages visible. The colors of the books vary, including red, yellow, and white. A semi-transparent red and yellow horizontal band is overlaid across the middle of the image. The text 'Classroom Attendant' is written in white on the red band, and 'Training' is written in black on the yellow band.

# Classroom Attendant

Training

# Agenda

- Role of Classroom Attendant
- Tasks
- Connecting with Instructor
- Access to Resources
- Classroom Management
- Getting Assistance

The background of the slide features a stack of books. On the left, there are two books with bright covers, one yellow and one red. To the right, a stack of white books is visible, with the spines of some showing purple and gold lettering. The overall image is slightly blurred, creating a soft, academic atmosphere.

## Role of Classroom Attendant

- Assist in the creation of a positive learning environment in a Hyflex classroom.



# Tasks

- Connecting equipment (asking for IT help)
- Prepare classrooms
- Attendance and Reporting
- Collecting and returning materials needed for class
- Provide tools and resources
- Be present
- Classroom management



# Attendance & Reporting

- Take attendance at the beginning, middle, and end of class.
- Use TEAMS spreadsheet and e-mail to report completion of tasks and any issues you faced

The background of the slide features a warm, orange-to-red gradient. In the foreground, there are several books and a rolled-up document. One book is open, showing its pages. Another book is closed, with a purple bookmark visible. A rolled-up document is partially unrolled, showing its edges. The overall aesthetic is educational and professional.

# Provide Tools and Resources

## **Campus Resources**

- Student Advising
- Tutoring
- LRC
- Accessibility Services

## **In Class Resources**

- Photocopies
- Markers, Flip chart paper, etc.



# Be Present

- You are a leader and a role model
  - Model enthusiasm and flexibility



# Classroom Management

Classroom management is a term used to describe the ways teachers and others set and enforce classroom behavioral and academic expectations to create an environment that is conducive to learning and student interaction (Brophy, 2006)

- Offer praise
- Build relationships
- Create a routine and stick to it
- Address inappropriate or off-task behavior quickly
  - Be consistent, insistent, and persistent
  - The “Look”
  - Say student’s name
  - Address individual problems individually





## Getting Assistance

- If it is a “low level” issue, be sure the instructor is informed and can make decisions to manage the situation
- If it is an immediate (but not an emergency) issue, you can reach out to folks identified on your campus (ie: Mahi Fahimian in Timmins, or the LEID office in Timmins and Haileybury, or XXXX in Kirkland Lake)
- If it is an emergency (ie: you and others feel threatened or intimidated), please reach out to security, or the Campus main desk.

## Wrap Up

- Your role is important in what we do!
- Questions?
- Reach out if you think of a question:  
[leid@northern.on.ca](mailto:leid@northern.on.ca)