Classroom Attendant

Training

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

Role of Classroom Attendant

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

- 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

- 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

Provide Tools and Resources

Campus Resources

- Student Advising
- Tutoring
- LRC
- Accessibility Services

In Class Resources

- Photocopies
- Markers, Flip chart paper, etc.

- 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

- 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.

- Your role is important in what we do!
- Questions?

- Reach out if you think of a question:

  leid@northern.on.ca