

# Teaching Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Instructional Planning

- ®1. Assist in planning and carrying out Investiture Achievement instruction for the year or assigned time period.
- ®2. Assist in planning and carrying out Honor selection for instruction, including integration of honors required by AY Investiture Achievement.
- 3. Coordinate with other operations in making sure that AY Investiture Achievement requirements are cared for in the most appropriate fashion possible.

Complete	N/A	Notes
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		_____
<input type="checkbox"/>		_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____
		_____

## Logistics

- ®1. Assist with procurement of supplies and equipment. Provide substitute or teaching assistance.
- ®2. Assist with set up of the teaching area, distribution of supplies and equipment. Provide clean-up and storage of leftover supplies and equipment following the instruction.
- 3. Develop an Honor, piloting the honor, and submitting it for approval to the NAD Honors Committee.

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## Recruitment

- ®1. Assist in recruitment of Investiture Achievement instructors and Honor instructors.
- ®2. Assist in providing teaching requirements and resources to instructors along with information about the setting for teaching, time frame of instruction, and how many students to plan for.
- 3. Develop a follow up plan with instructors after teaching is completed. Send thank you notes and ask for feedback. Coordinate with the TLT assigned to Records Operations to make sure all expenses have been reimbursed to the instructor.

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## Teaching

- ®1. Assist in teaching an Investiture Achievement requirement to Pathfinders as specified by the Guide or Master Guide requirements.
- ®2. Assist in teaching an Honor to Pathfinders as specified by the Guide or Master Guide requirements.
- 3. Develop lesson plans that are relevant to the learning styles of your Pathfinders. Prepare handouts as necessary for the workshops that you teach. Submit your lesson plans to the club staff to be used by other instructors in the future.

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## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

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Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_