

## TandemEDU Hostess Role

The role of the TandemEDU Hostess is described as follows:

- ❖ The Hostess will act as the liaison between TandemEDU and the facility representative.
  - ❖ Hostess will schedule 32 weeks of classes with the facility representative.
  - ❖ The Hostess will be on campus for 32 class weeks. The Hostess will be on campus for the duration of the day when classes/tutoring sessions are scheduled.
  - ❖ Hostess will arrive 30 minutes prior to the start of the first scheduled class to setup the classrooms and unlock the facility
  - ❖ Hostess will stay 30 minutes after class to ensure the facility common areas and classrooms are left in better condition than when the group arrived. Hostess may delegate cleanup to students and teachers.
  - ❖ Hostess will attend scheduled planning meetings, prayer meetings, orientations, open houses, curriculum nights, parent conferences as requested by the administrator.
  - ❖ Hostess will establish a secure location at the facility where TandemEDU equipment, books, materials, etc. can be stored. This can be either a stand-alone locked cabinet (purchased by TandemEDU) or a locked closet or room within the facility.
  - ❖ The Hostess will report child abuse in accordance with Georgia law [OCGA 12-7-5(c)(1)] to the TandemEDU Administrator.
  - ❖ TandemEDU will ensure the teachers and facilitators have all resources necessary to teach the class including teacher texts, student texts and supporting materials. The Hostess will ensure the teachers/facilitators have adequate internet access and AV equipment. The Hostess will collect and return any items issued by TandemEDU to the TandemEDU administrator 3 weeks after classes end.
  - ❖ Hostess will assist with textbook/course materials collection/distribution as necessary.
  - ❖ TandemEDU will provide copier/printer and ink for the teachers and facilitators to use. The Hostess will keep a copy count and make sure the copier/printer is maintained. The Hostess will make copies for the teacher/facilitators as necessary to aid in the teaching of classes.
  - ❖ TandemEDU will handle all registration, fees and paperwork related to student enrollment and record retention.
  - ❖ In the event of absence, the Hostess will notify the program Administrator who will secure a substitute.
  - ❖ The Hostess will be responsible for enforcing all TandemEDU policies found in the Tandem Tenets.
  - ❖ Hostess will follow-up via phone or email to check on any student who misses a class.
  - ❖ All discipline issues should be discussed with the program administrator so such issues can be recorded in the student records data base by the administrator. If the Hostess encounters a situation where a student, teacher or facilitator has been reminded of a policy but has not changed the behavior, the Hostess should refer the situation to the administrator.
  - ❖ The hostess will organize and supervise at least one service project benefitting the alliance facility.
  - ❖ The hostess will organize social events including a Christmas party and an end of year/teacher appreciation party. Hostess may organize other social events to encourage fellowship among the students.
  - ❖ Ensure that the [TandemEDU Safety Preparedness Plan](#) is successfully executed.
  - ❖ Hostess will coordinate open house events by sending reminder and follow-up email message to prospective families.
  - ❖ Maintain petty cash and provide a quarterly accounting, including receipts, to TandemEDU administration.
  - ❖ This position does not allow for younger siblings to be on campus while the hostess is serving.
- In exchange for serving in this position, the Alliance Hostess will receive a 75% accountability fee discount for one student in the TandemEDU program for the entire school year. The discount does not apply to books, fees, registration or summer classes.