

Home2Teach Instructor Requirements

Please visit www.home2teach.com for more information on our program in general. Please be prepared to respond to each of the following points.

- **Very strong knowledge and application of punctuation and grammar rules.**
- **Strong technological ability.** We serve the home schooling community, and the families have different operating systems and different versions of word processors. Many of them are not computer literate at all, and that becomes part of their learning experience.
- **Very good understanding and application of file management on the computer,** You will be creating folders, sub-folders, and so on in order to keep all student and class materials organized.
- **Very strong understanding and application of Microsoft Office** (different versions), with at least **Office 2007** or later installed.
 - Our students use a variety of versions of **Word**, but some also use **Microsoft Works** (which is about \$39.95 on Amazon). In addition, many students who do not have Word or Works use a free version of Word (similar) from www.openoffice.org. You will download the program so that when you receive documents in that format, you can easily open and edit them.
- Newer computer with enough hard drive space for various programs.
- Teachers will need to use an **e-mail program that is not web based**, since you will need to be storing and filing a lot of e-mails. G-mail is a good choice, since you can use it with Outlook or Thunderbird. I strongly recommend Outlook or Thunderbird mail (www.mozilla.com). You will set up an e-mail specific for class (i.e. TeacherJulie@gmail.com)
- **Positive and loving attitude** towards children. Instructors will often include comments and responses that make them feel good, while providing **strong** instruction. Some students love to write and tell their instructors the exciting things going on in their lives ("my goats just had babies!"), which is not only fun for us, but helps build rapport. Some of the children will even send you pictures! **At the end of many sessions, I have the parents send feedback on each teacher, and there are two things on which they REALLY focus: 1) strong instruction 2) kindness.**

Schedules

- You will hold a one hour **weekly online meeting** for each class, the earliest starting at 7 a.m. Pacific time (8 a.m. Mountain, 9 a.m. Central, 10 a.m. Eastern), and the latest beginning at 9 a.m. Pacific (10 a.m. Mountain, 11 a.m. Central, 12 p.m. Eastern). We do also offer a limited number of classes at 4 p.m. (5 p.m. Mountain, 6 p.m. Central, 7 p.m. Eastern) or 5 p.m. (6 p.m. Mountain, 7 p.m. Central, 8 p.m. Eastern).
- The bulk of your time, though, is **editing student work**. Students must type all work in Word (or equivalent) in MLA page format. They send their assignments to the instructor, and the instructor provides edits and help on their paper, sends it back to the student, who completes the revisions, then returns to the instructor. Students complete work each day, whether it is an assignment or edits on the assignment. Many times, students need more than one round of edits.

- We have built our reputation based on the fact that we **turn around edits rapidly**. Most instructors typically can return edits within a couple hours (sometimes sooner, depending how many assignments are pouring in). Instructors do set their own deadlines for their students, based on their schedules, but they must be able to return edits at least 2-3 times the same day if they are sent before the cutoff time you give, or by the next morning, if sent after that. The beauty of this is the flexibility, since you can work it around your schedule. However, you must have enough time every day to be able to dedicate to the weekly online meetings and an hour or so about 2-3 times a day to do edits and responses to e-mails (morning, early afternoon, and late afternoon or evening).
- Although communication on assignments and edits is all done via e-mail, we establish **rapport with the students and parents**. We feel like we know them. Sometimes we have students who need to be pulled along every step of the way. Others just fly right off the bat.

Payment & Time Requirement:

- Instructors are paid **\$40 - \$45 per student** for each 6 week session (depending on whether it is a single student - \$45, or a student with siblings in the program, in which case we give a family discount, so the instructor is then paid at the rate of \$40). Payment is made via Paypal 3-4 weeks before the session begins.
 - Most classes will have between 10 and 12 students per class, so for example, that means one class of 10 students would be around \$400 - \$430 to you. The instructor time includes the one hour a week online meeting, plus, of course, editing and returning work, as explained above. More advanced classes will require somewhat more time.
- The instructor also needs to **prep a couple weeks before the beginning of each session**, which includes setting up e-mail folders, sending out pre-class info, etc..
- During the fifth week of class, teachers send out **recommendations to the parents** for each student for the next session.
- At the **end of the class** (or as a student finishes the class), the teacher sends out a certificate of completion and an honors club certificate for each student.
- The **amount of time needed** for most weeks for 10 students for the Fundamentals level classes (including the online meeting times) is probably no more than 6-8 hours, although the amount of time decreases significantly each session as an instructor becomes more familiar with the process and expectations. The first session, of course, entails a learning curve, so the time required is at that upper end (possibly a little more, again, recognizing the learning curve of the program).

Training

New instructors will receive comprehensive training materials, access to the lessons for the classes he/she will teach, transcripts from previous online meetings, class e-mail wordings, handouts, and certificates, along with any other materials or support needed. We are a wonderful group of instructors and everyone is willing to mentor new instructors.

If you have further questions, or wish to have a current instructor contact you with input on what it is like to work for Home2Teach, please feel free to contact us at emailus@home2teach.com.