Training - 30 min, rules, guidelines, and tips

Accounting adds up all the hours on Pike13 and pay us every other Friday. New hires will get paid for 2.5 hours with of training. This includes a 1hr video training, the 30 min training you are taking currently, and 1 hour of shadowing. It’s OK to do more shadowing, but that would be unpaid.

**Always arrive on time. Be punctual.**

Do not share personal emails with parents or students. Same goes for social media or other forms of communicating. Never meet with a student or parent outside of school.

Once a year you must give your students a talk about internet safety.

When teaching a lesson, share the time equally between both students

Always wear your lanyard at the coder school and during your lessons.

Notes: You **MUST** always do the **notes** and **app reviews. This is part of the job!** Notes are done every day. Preferably, end the class 5 minutes early and do the notes during that time. At the latest, complete the notes by the end of the day. With a new student, write their username, email, and password in the notes so the parents and student can access their account from home. Always keep the notes positive. If there is an issue with the student, let the GM (Marcel) know privately do not write it in the notes.

**Examples on what not write:**

1) John had trouble focusing, he 10 min playing games and then I got him to code...

2) John and I copied a tutorial from the internet...

3) John taught me somethings I didn't know in Python...

4) The internet was down so we started 10 min late...

6) The building was locked so we started 10 min late...

Everything above also apply for **app reviews,** but app reviews are done every 3 months and are more in depth with what the students have worked on how they are doing in class.

Please follow the coder school convention for creating new accounts for students.

Teaching online over zoom:

a) For safety, zoom records the entire session to the cloud by default.

b) Your camera should always be on.

c) Take advantage of zoom's annotate tool, enable multi share, use comments

No Food or Drinks inside The Coder School. We don't want to attract unwanted visitors.

Don't share the trinket & scratch accounts we provide to new coaches for training to students.

Let the GM (Marcel) for no-shows. After 10 minutes, if the students haven’t arrived yet, let the GM (Marcel) know.

When teaching the student, interact with them, teach them a concept, then have them practice it, then create a game. If you think you are talking too much, this is a red flag, keep the kid engaged.

Don't continuously quiz the kid. Example, you just showed them a concept and then the next thing you do is engulf them with quiz questions on that concept. We want the kids to be relaxed and enjoy learning.

Don't create a first person shooter game with the student or anything that look violent, gory ect..

Always be prepared to teach. Always have in mind what topic, or project you will teach them when coming to class. Don't ever ask the student; "hey what do you want to do?" This gives a bad impression makes you look unprepared. If you really know sure what to do with them; give them 2 or 3 options and have them pick.

Example: A coach calls out and you must substitute for them. Then arrives their student John, and you are not sure what to do them. **You can say:** Hey John, shows me some of the python projects you've worked on (so you can see how advanced they are) ... Oh that's cool, look like you have some basic experience. So, in terms of what to do today, there are couple things we can do today, I will let you decide; 1) if there is a python concept you have trouble with, we can review that and help you understand it better, 2) Or if you feel comfortable with you programming skills, we can create X project together.

**TIPs:**

* As a coach, it is ok to know everything 100%. We don't expect you know all the programming languages we teach here, or all the tools, or all the concepts ect... You will learn as you teach. Start of basic, create a few projects, in scratch and python, teach it, and go on from there.
* There are some kids with learning disabilities, some have genuine problems focusing, it's ok to give them a 5 min break in the middle of the lesson to help the recuperate themselves. Take it easy with those students.
* There are some students (typically younger students age 10 and less), that just want to goof off, play online games, and do whatever they want. Obviously, we don't ever want to punish them or yell at them, but it is important to present yourself as assertive. A good coach has the perfect balance of assertiveness, respect, and friendliness towards the student. Be cool with them, have fun with them, but don't let them control the lesson, after all you are the coach.
* Take in account their interests. I usually ask them about sports, or things they like to do and try to incorporate that with their projects. Girls tend to like more creative projects while boys tend to like games.
* In reality, 95% of the students are super chill and great to work with. The first month of a new coach is always the hardest since you are new, but you will learn quickly, and you will get to know your students well. Things get easier the more you teach.

Important links: