



# NEW YORK TAMIL ACADEMY

*பணியாளர் கையேடு*

## **NYTA Personnel Handbook** (2016-2017)

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## **Introduction**

This Handbook explains the practices and procedures of NYTA with regard to the school personnel. If questions arise upon review of the Handbook, please do not hesitate to contact the school executive committee.

## **Head of School**

One of the members of the Governing Council (Executive Committee) will be chosen as the head of the school (Principal). The principal shall act on the advice of the committee.

## **School Administrator**

**Necessary Condition:** in order to apply to be the School Administrator, the candidate must have served as a teacher for at least one full year.

An ideal School Administrator will:

1. Understand and Materialize the mission of NYTA.
2. Have a vision of what an effective school should be.
3. Have an undergraduate degree.
4. Demonstrate strong content knowledge: Tamil language fluency.
5. Have demonstrated success in working collaboratively on a team
6. Be willing to empower teachers to be leaders.
7. Help teachers improve their instruction methods.
8. Be accessible to teachers and the committee at all times.

## **School Teachers**

**Necessary Condition:** in order to apply to be teacher, the candidate must be either involved with NYTA activities for at least two years or must have a child in attendance for at least one year.

An ideal NYTA teacher candidate will:

- 1) Have an undergraduate degree.
- 2) Demonstrate strong content knowledge: Tamil language fluency.
- 3) Be willing to learn online Teaching methods.
- 4) Have demonstrated success in working collaboratively on a team.
- 5) Have a passion for teaching.

- 6) Have strong organizational and communication skills.
- 7) Be committed for the whole academic year.
- 8) Have the ability to tailor instruction to the needs of diverse learners.
- 9) Willing to participate in extracurricular activities like drama, 'kural thaenee,' level appropriate art projects, etc.

**Pre-selection:** When candidates express their willingness to teach, they are exposed to the class by requesting them to sit in the classrooms in one or two grades. Then the committee will have conversation with the candidate in gauging their willingness and passion.

**Selection process:** The formal interview is conducted post the pre-selection steps outlined as above. School interviews typically include a demo lesson, and interviews with various school staff.

If the interview is successful, the candidate's references will be checked. If references are successfully checked, offer to join the school faculty will be extended.

**Post Selection:** After the selection of the candidate, the orientation for the teacher starts. Mentoring and coaching sessions happen with the primary teacher and also with the committee. Orientation period is typically 1 month. Once the orientation completes, the teacher is allowed to take classes.

New teacher must complete the ATA training within the first 6 months.

Preference will be given to parents of kids studying in NYTA school.

### **ABSENCES (TEACHER)**

In case of absence, Teachers shall inform School Administrator and their associate class teacher at least two days in advance through email and/or WhatsApp. Lesson plans are to be available for the associate teacher to handle the class if it is necessary for a teacher to leave school at any time during the session in progress, please inform the school Administrator. Arriving late or leaving early shall be properly informed to the Administrator.

If a teacher misses two or more classes in an academic year without advance notification, the school administrator shall bring to the attention of the executive committee. The committee, at its discretion, shall take appropriate action against the teacher including dismissal and shall find a substitute teacher until a replacement is identified.

### **School Librarian**

One of the school teachers shall act as a librarian.