



## Sempai Responsibilities

June 18 - June 29, 2018

There are different types of Sempai at Nakayoshi Gakko. They are:

- Cooking Sempai
- Classroom Sempai
- Program Sempai
- Head Sempai
- Assistant Head Sempai

This is a general job description of the overall expectations of all Sempai. Each type of Sempai assignment will have its own unique set of job duties.

The Sempai position is a very demanding position as you are assisting teachers, parents and most importantly, the children at Nakayoshi Gakko. Your most crucial role is that of a **Role Model**. The children will look up to you, learn from you, and feel that you have something to offer them.

Some requirements:

1. Your primary responsibility is to help your assigned supervisor in whatever way you can. If he/she doesn't give specific directions, you are expected to take initiative and/or ask how you can be of help.
2. Learn the rules/expectations the teacher establishes, and be consistent with enforcing them with the students. This will help you to deal with discipline/behavior issues.
3. Observe daily routines.
4. Find or establish a time to talk with the teacher about your role in the classroom.
5. You and the daily parent volunteer are responsible for the orderly movement of your class to and from recess and lunch. In the afternoon block of "Specialty Classes" you will stay with your assigned class as they participate in the two scheduled activities that change daily.
6. Help monitor the afternoon snack period. Supervise recess and lunch break.
7. Stay with your class during the demonstration period. Gentle reminders, audience etiquette, sitting between disruptive students, etc.
8. Ensure children are properly signed out and picked up at the end of each day.
9. Use good judgment. There will be times when you will have to make decisions, especially when safety is an issue.
10. Be a positive role model. You and your actions will be a measure for your students to gauge their own standards.

We must emphasize that the number one priority is the **SAFETY** of the children.