

## 班長職務說明

職務明稱：主日學班長

職務目的：配合該班老師，協助同學之課堂學習

職務內容：

1. 提前抵達教室，確定該教室各樣教具齊全(黑板、色筆、板擦、投影機、螢幕)。
2. 確定教室設備正常：桌椅之排列、講台、麥克風、音響、冷暖氣機、燈光。
3. 協助老師準時開始，呼叫同學儘速安靜入座，需要時協助分發講義、材料、點心。
4. 配合老師教學活動之順利進行(加印資料、障礙排除、秩序維持、宣佈、收發作業)。
5. 每次上課前負責拿點名單(若教室位置於主堂: 點名單放置在教育牧師辦公室外架上, 若教室位置於新堂: 點名單放置在 **The box outside of the babysitting room**)，下課前填寫或傳簽點名單，下課後把點名單放回架上。若有需要，可向教育執事反應老師教學時之特別需要、困難。
6. 下課後呼叫同學一起將桌椅、設備、教具恢復原狀、垃圾處理。
7. 自己當日缺席時，確定有自己的職務代理人。

職務期限：於該班學習期間，首次上課時選出，為該班同學代表  
(基督徒教育手冊 page 2)

## Class Leader's job description

Job title: Sunday School leader

Job description: Assist Sunday school teacher, and assist classmates' learning

Detailed description:

1. Arrive to classroom early and ensure adequate supplies (board, eraser, markers, projectors, monitors, etc.).
2. Classroom: Organization & functionality of tables and chairs, microphone, sound system, lighting, temperatures, etc.
3. Assist teacher in seating/promptness of students, and pass out lecture notes/supplies.
4. Help with photocopying, organization of classroom, collection of homework, etc.
5. Take attendance sheet from Education pastor's box outside her office (Chinese bldg.) or from box outside babysitting room (English bldg.). Take attendance or pass attendance sheet around and put it back in place after class. If necessary, let Education deacons know of any help needed.
6. Ask classmates to put chairs/tables, electronic devices and supplies back in order. Put away trash.
7. Arrange for back-up help in advanced if you are not attending a particular class session.

Job duration: In 1<sup>st</sup> session, find a class representative for the class for the duration of course.  
(CE Handbook page 3)