

TandemEDU Hostess Role

The responsibilities of the TandemEDU Hostess are described as follows:

- ❖ Act as the liaison between TandemEDU and the facility representative.
 - ❖ Schedule 32 weeks of classes with the facility representative.
 - ❖ Be on campus for 32 class weeks. The Hostess will be on campus for the duration of the day when classes/tutoring sessions are scheduled.
 - ❖ The hostess will arrive 30 minutes prior to the start of the first scheduled class to set up the classrooms and unlock the facility
 - ❖ Stay 30 minutes after class to ensure the facility's common areas and classrooms are left in better condition than when the group arrived. The hostess may delegate cleanup to students and teachers.
 - ❖ Attend scheduled planning meetings, prayer meetings, orientations, open houses, curriculum nights, and parent conferences as requested by the administrator.
 - ❖ Establish a secure location at the facility where TandemEDU equipment, books, materials, etc. can be stored. This can be either a stand-alone locked cabinet (purchased by TandemEDU) or a locked closet or room within the facility.
 - ❖ The Hostess will report child abuse in accordance with Georgia law [OCGA 12-7-5(c)(1)] to the TandemEDU Administrator.
 - ❖ Ensure the teachers/facilitators have adequate internet access and AV equipment. The Hostess will collect and return any items issued by TandemEDU to the TandemEDU administrator 3 weeks after classes end.
 - ❖ Assist with textbook/course materials collection/distribution as necessary.
 - ❖ Make copies for the teacher/facilitators as necessary to aid in the teaching of classes.
 - ❖ TandemEDU handles all registration, fees, and paperwork related to student enrollment and record retention.
 - ❖ In the event of absence, the Hostess will notify the program Administrator, who will secure a substitute.
 - ❖ Enforce all TandemEDU policies found in the Tandem Tenets.
 - ❖ Follow up via phone or email to check on any student who misses a class.
 - ❖ All discipline issues should be discussed with the program administrator so that such issues can be recorded in the student records database by the administrator. Organize and supervise at least two service projects benefitting the Alliance facility.
 - ❖ Organize social events, including a Christmas party and an end-of-year party, teacher appreciation event, and senior recognition. Hostess may organize other social events to encourage fellowship among the students.
 - ❖ Ensure that the [TandemEDU Safety Preparedness Plan](#) is successfully executed.
 - ❖ Coordinate open house events by sending reminders and follow-up email messages to prospective families.
 - ❖ Maintain a TandemEDU credit card and immediately scan and email receipts for all expenses to the TandemEDU bookkeeper.
 - ❖ This position does not allow for younger siblings to be on campus while the hostess is serving.
 - ❖ Attend hostess training on the first Tuesday in August.
- In exchange for serving in this position, the Alliance Hostess will receive a 75% accountability fee discount for one student in the TandemEDU program for the entire school year. The discount does not apply to books, fees, registration, or summer classes.