

SEWING ROOM TEACHER MANAGEMENT

1. Each student is assigned to a machine.
2. Each machine will have a zip-lock bag attached to it containing the following notions:
 - pin cushion/pins
 - seam ripper
 - seam gauge
 - machine brush
 - machine needle (1) on a piece of felt
3. Have a master list of machines, with numbers, and names of students who use each machine each period.
4. Attach to each table (group of 3-4 students) a laminated paper that tells the following:
 - A. Table number
 - B. Table "Teacher Assistant" name
 - C. Tasks needed to be completed at the beginning and end of the period:
 - clean tables
 - sweep around table
 - check trash sacks attached to machines and empty if necessary
 - inventory notion bags
 - chairs under tables
 - machine lights off
 - any room equipment returned to the front table
 - report any absences to teacher
 - other items as teacher may wish to add

Teachers' Assistants will assign table members a specific task. Mondays could be used to reassign and organize tasks.
5. Everyone seated at the beginning of class for roll and any instructions, then dismissed to start work. Everyone must be seated again at the end of the class for task check and teacher approval of the room condition. No one leaves without teacher consent.
6. At the 5 minute warning bell all sewing will stop!!!! This time is for table clean up and checks by teacher's aides.
7. **EFFECTIVE USE OF TEACHER'S AIDES:**
 - A. Student aides will be trained to help in the following:
 - unjam machines
 - replace needles
 - unlock and lock supply cupboards
 - close and lock windows at the end of the day
 - check each table "teacher aide" for completed tasks
 - B. SERGER TEACHER AIDE:
 - turn off any serger lights left on at the end of the period
 - empty trash bags at each serger
 - put small equipment in serger repair basket (tweezers, needles, screw drivers, etc.)