

This program is designed for basic skills instructors wanting to further their teaching credentials through an education program.

The applicant will fill out an application provided by the Skating Club of Maine.

This program consists of 3 stages and each stage is signed off before moving onto the next.

The 3 Stages are: Observation, Teaching under supervision and Final Exam.

Each level is to be completed in consecutive sessions. The applicant can choose to do Stage 1 then take a session off if they cannot schedule Stage 2 right away. Absences need to be pre-approved by Director. If the applicant misses more than 1 class per session then the continuation in the program is to be reviewed by the director; class will need to be made up. Unforeseen circumstances will be taken into consideration. Applicant can also choose a different basic skills program for each stage providing directors know this information up front so they may communicate and plan accordingly. Should be a maximum of 2 years to complete the process.

This will allow the Basic III instructors and Directors to have consistency within their Basic skills sessions and the applicant to show dedication and commitment to completing their education program.

At all times, the Basic III instructors, Directors and applicants will have open communication.

Directors may also need to call on another director or appoint an approved Basic III instructor to test classes if and when needed while working with applicant.

If an applicant is not felt to be ready by BS III Instructor or Director at any stage, an additional session may be requested.

For Private Coach info, please refer to Private Coaches under Coach Credentials Policy. **US Test and Competition Coaches** must be at a minimum of a **BS Instructor III** to instruct skaters beyond the basic skills and exceed skater's test level by at least 2 levels.

If a BS I or II instructor wishes to teach private lessons as a **US Test and Competition Coach** they would be required to complete BS III within 2 years in order to maintain their private coaching level as listed in the Coaches Credential Document. If the BS III is not completed then they can only teach at the respective BS I & II coach level of the basic skills; they cannot participate in us tests or competitions.

When our junior instructors are ready to teach Private Lessons all their past teaching as junior instructors and their own personal skating credentials will go toward their placement as a BS I, II or III coach.

Completing this education program thru BS Instructor III will give the instructors the opportunity and skills needed to become private US Test and Competition Coaches.

**\*\*Please note: If you are enrolled in this basic skills education program you will not be paid by the club. This education program is on your own time.**

### Basic Skills Group Instructor I

- Education for advancing to Basic Skills Group II Instructor
- Classes needed to become a BS II Instructor: Basic 5-8, Adult 3

### Basic Skills Group Instructor II

- Education for advancing to Basic Skills Group III Instructor
- Classes needed to become a BS III Instructor: Freestyle 1-6, Adult 4

### **Stage 1: Observation**

2 Consecutive Sessions (minimum 5 week session)

5 week session = 5hrs x 2 sessions = 10 hrs

6 week session = 6hrs x 2 sessions = 12 hrs

Applying instructor will observe an approved Basic III Instructor (with approval of club) for 2 consecutive sessions working in respective classes. Basic III Instructor will communicate to applicant while teaching. Taking notes and asking questions will be encouraged during this stage.

At the end of 2 sessions, BS III Instructor & Director to sign-off on Stage 1 or request additional session.

### **Stage 2: Teaching class under supervision of Basic III Instructor**

2 Consecutive Sessions (minimum 5 week session)

Applying instructor will now lead and teach respective classes while being observed by a Basic III Instructor. Basic III Instructor will give pointers and helpful information to help them gain additional teaching experience and class leadership. This may also include learning to multi-task different levels at one time.

At the end of 2 sessions, BS III Instructor & Director to sign-off on Stage 2 or request additional session.

### **Stage 3: Final Exam**

1 Consecutive Session (minimum 5 week session)

Applying instructor will now lead and teach respective classes under observation of Director.

Director will sign-off on Stage 3 if they feel applicant has successfully completed this exam and submit to SCM Board for Approval.

- Stage 3 Expectations:
  - Strong Interpersonal Skills
  - Respect SCM Rules & Policies
  - Strong Class Organization Skills
  - Able to communicate with parents, other instructors, directors & rink management
  - Multi-task multiple level of classes at appropriate Basic Skills II or III Levels.

- Each Stage will have a checklist showing attendance for completed session
- Weekly comments by the BS III Instructor or Director
- Evaluation report at the end of each session to be submitted to Director then onto Coaches Credential Committee
- Sign-off area by BS III Instructor and Director
- Any additional notes if needed.

Director Expectations:

Mandatory BS Instructor Level III Coach

All of the above with additional:

- Extensive background and program understanding
- Experience designing and overseeing program
- Strong administrative and organizational skills
- Promote, market and attract programs
- Customer Service
- Conflict Resolution
- Ability to oversee ice / maintain safety
- Test all levels of rink programs
- Multi-Task