

DIOCESE OF EVO
ANGLICAN COMMUNION
EVO DIOCESAN SCHOOLS
NATIONAL YOUTH SERVICE CORPS POLICY

1. PREAMBLE:

- 1.1 The Evo Diocesan Schools require principles and procedures relating to the acceptance and service of youth corps members in its institutions be embodied in a single comprehensive policy.
- 1.2 This policy applies to the administrative staff, teaching staff and all national youth corps members accepted into our diocesan schools.
- 1.3 It shall be consulted in matters relating to acceptance of corps members, terms and conditions of service and remuneration.

2. OBJECTIVES:

The objectives of this policy could be summarised as follows:

- 2.1 To guide the Diocesan schools' decision making in matters pertaining to National Youth Service Corps.
- 2.2 To specify the parameters of service within which the corps member shall be engaged.
- 2.3 To ensure proper utilization and therefore increased efficiency of the corps members in our service.

All these objectives need to be read in context of the School's vision, mission and core values.

3. CONSIDERATIONS

- 3.1 The Diocesan schools shall accept a maximum number of eight (8) corps members into its institutions. All acceptances must be based on the school's current requirements/need.
- 3.2 Any further acceptance above the maximum limit **MUST** be on the note of **a cogent need** or reason and **approved by the Education Board**.
- 3.3 Corp members shall be given a minimum stipend of fifteen thousand (15,000) monthly for their services in our institutions.
- 3.4 They shall be allowed leave on the working days within which their Community Development Service (CDS) or monthly clearance falls.
- 3.5 Corp members will be allowed to teach in assistant roles **ONLY**. This implies that no corps member is to be a **sole** subject teacher, but to serve under a teaching staff and complement his/her activities.

- 3.6 A corps member may not be allowed to fully deliver lessons until his/her teaching skill/abilities and content mastery have been evaluated by the supervising teacher. This is to ensure that the teaching-learning process successfully attains its stated objectives. This supervising teacher is to compulsorily submit the result of the evaluation to the V.P Academics who will then vet and approve the corps member to begin teaching.
- 3.7 In the eventuality of a poor evaluation result, the corps member is to understudy the supervising teacher for a period of 2 weeks whilst assisting in other activities such as marking and recording.
- 3.8 The corps member may begin lesson delivery when the supervising teacher deems him/her fit after the 2 weeks' understudy elapses.
- 3.9 The deliberation and decision to retain any corp member shall be taken up by the principal and Education Board after proper evaluation of efficiency in work done so far, skill and character.
- 3.10 Corp members in this category should be contacted by the admin staff to conclude on acceptance of the offer and details of the contract, job title and specifications.

4. RESPONSIBILITIES:

- 4.1 Corp members must inform their supervising teacher and the V.P Academics of their weekly CDS date and monthly clearance date at least two days ahead. All other matters of leave may be discussed with the V.P Admin.
- 4.2 At the end of the service year, the school is expected to hold a meeting to appreciate and formally send off the passing out corp member(s).
- 4.3 Corp members are expected to abide by the school's code of conduct for staff and be of exemplary behaviour to the students.
- 4.4 The school's finance department/bursary is to ensure prompt monthly payment of the corps members stipend, having been afore hand approved by the principal.
- 4.5 The V.P Academics is to ensure that all corps members serve under a supervising teacher and fill assistant roles.
- 4.6 The V.P Academics is to also ensure that all corps members are duly evaluated for knowledge and teaching skills before teaching any class.

5. AMENDMENT:

This policy may be amended from time to time by the Evo Diocese Education Board as to stay abreast with the relevant human resource management techniques, government (NYSC) legislations and control at the School.