

## General Expectations for Educators

In addition to incorporating the best teaching practices into your lessons, there are a few general expectations that we have of you related to your employment with us. As Zinkerz educators, besides teaching itself, your primary responsibilities include:

### 1. Checking Your LivePrep Schedule


We expect that you will check your class schedule **frequently**, at least **once each day**. This can be done by opening [LivePrep](#) on your computer or mobile device and looking at the Calendar view.

- While we offer several methods of being notified of your schedule, such as our daily email notifications and the option to [integrate](#) your LivePrep calendar with your personal calendar, **you still need to be checking LivePrep itself for your schedule**, since it remains the most up-to-date place to check for when your classes are.
- We suggest checking LivePrep at **the end of each night** to confirm your schedule for the following day, since you will then be within the 24-hour scheduling window and no changes can be made at that point without your consent.

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### 2. Updating Availability

We expect that you will update any changes to your availability **ASAP** and with as much **notice** as possible. We will assume that you are able to teach at your listed available times and will add classes to your schedule as needed as long as it is outside the 24-hour scheduling window.

- Removing a time from your availability **will not** automatically remove any classes that are already on your schedule at that time. If your new availability requires changing a previously scheduled recurring class time, please reach out to Zinkerz Support through Whatsapp or email Hayley ([hayley@zinkerz.com](mailto:hayley@zinkerz.com)).
- It is your responsibility to set classes to pending if you will not be able to make them on a particular day, so that students can then go in and reschedule them at a time that works for them.
-  [Unable to Make It to Class\\_ - Educator Resources.pdf](#)

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### 3. Communication

Any communications from Zinkerz via Whatsapp or email should be answered **promptly**, ideally within 24 hours. Our inquiries are often time-sensitive, so prompt replies allow us to best serve our students.

We expect that you will communicate with us about necessary schedule or availability adjustments with as much notice as possible (**ideally 1-2 weeks ahead of time**), to allow us time to adjust student schedules.

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### 4. Correctly Filling Out Lesson Notes and Spreadsheets

Taking the time to correctly fill out the lesson notes and spreadsheets after **every** lesson is essential to the running of our classes. These are an important way of documenting a student's progress in their classes for both you as the educator and Zinkerz staff.

Ask us for one of our **How-To** sheets if you need a refresher on how to use a spreadsheet for any course!

See the following resources for guidance on lesson note submission and completion:

📄 [Lesson Note Submission - Educator Resources.pdf](#)

📄 [Lesson Note Responses - Educator Resources.pdf](#)

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