

Section Marcher Duties

1. **GENERAL.** The section marcher will supervise the section when the instructor is not present, maintaining order in the classroom and in the hall area near the classroom.

2. **SPECIFIC.**

a. **Prior to Class**

- (1) Take attendance.
- (2) Remind classmates of any assignments due.
- (3) Ensure all boards are erased.

b. **During Class.**

(1) At the start of class, call the class to attention and render the report. Fill out the instructor's absentee roster if there are cadets absent or late. Return the completed instructor's absentee roster to the instructor prior to the end of class.

(2) When instructor directs the class to turn in papers, quizzes, or assigned problems, collect them.

(3) If the instructor is late, start the class by assigning problems to be worked on the boards or begin a review discussion of the previous class. Do not just sit there.

(4) Notify the instructor when there are five minutes remaining in the class.

c. **After Class.**

(1) Ensure absentee report is turned in if required.

(2) Inform Assistant Section Marcher if you will be absent.

(3) Confer with the instructor for any special requirements for the next class.

Assistant Section Marcher Duties

1. **GENERAL.** Assist the section marcher and act as section marcher in his/her absence.

2. **SPECIFIC.**

a. **Prior to Class.**

(1) Ensure classroom is clean and set up (i.e.; no garbage on floor or desks, desks aligned, podium to side, room for instructor to walk around all rows of desks, white chalk and rulers/pointers spread around boards).

(2) On days of WPRs set up classroom with desks staggered (if not already done).

b. **During Class.** Assist section marcher as necessary.

c. **After Class.**

(1) Ensure classroom is in order.

(2) Ensure all boards are erased.