

Section Marcher:

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. Designate another cadet to perform your duties in the event you will be absent from class.

2. SPECIFIC.

a. Prior to Class

- (1) Take attendance.
- (2) Perform any specific tasks the instructor assigned the day prior.

b. During Class.

- (1) At the start of class, call the class to attention and render the report. Fill out an absentee form if there are cadets absent or late. Provide instructor with absentee form prior to the end of class.
- (2) When instructor directs class to turn in papers, quizzes, or homework problems, collect and alphabetize them.
- (3) If instructor is late, start the class by assigning suggested problems to be posted on the boards. After 5 minutes, send one cadet down to the instructor's office.
- (4) Notify the instructor when there are five minutes remaining in the class.

c. After Class.

- (1) Ensure classroom is in order, all boards are erased, and desks are realigned.
- (2) Inform Assistant Section Marcher if you will be absent 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 for Math class (ie; no garbage on floor or desks, desks aligned, podium to side, front screen up, room for instructor to walk around all rows of desks, white chalk and rulers/pointers spread around boards).

b. During Class. Assist section marcher as necessary.

c. After Class. Ensure classroom is in order, all boards are erased, and desks are realigned.

Attendance Reporting:

1. If everyone is present, leave the column blank

2. If anyone is absent or late:

- a. Fill in date at the top of the column.
- b. Put an A in the column if they are absent.
- c. Put a L in the column if they are late and annotate how many minutes they were late.