

# TA/JF Weekly Update:

☰ TA JFAC Program Handbook

✚ TA/Jr. Faculty Contact Sheet 2025

✚ Camp Staff 2025-2026

**New TAs start here:**

<https://nina-s-site-a695.thinkific.com/courses/ai-placeholder>

**Timesheets:**

Be sure to fill out your time sheet! Time sheets are calculated at the end of the month.

<https://forms.gle/uattSQAKdtsJ6ih56>

Don't forget your Evaluation forms with teacher fees back to get your credits for the month.

Late timesheets may have a delay in credit applications to accounts.

**Victoria's office hours:** Fridays 5-6pm. Message me to schedule 925 642-2846

**If you missed the Monday meeting please watch this very short video below.**

**(Excuse the little people in the back)**

**If you have any questions please reach out. I will see everyone this weekend at recital at Liberty High School**

<https://youtube.com/shorts/jFT4sELY5rI?feature=shared>

**TA meeting**

**Monday 6/8 3-3:30**

We will be going over recital assignments and recital expectations! You can find your TA class' show number below.

## June Recital

You will only be required to be present at your TA classes show.

Please pay close attention to your TA class' Day, Time and Show number. If you have any questions please reach out to me.

Show Assignments are listed [HERE](#)

**Please make sure that you are turning in your timesheets weekly and evaluation forms monthly. I am unable to apply TA credits without both timesheets and evaluation forms filled out correctly. It is each Jr. Faculty member's responsibility to do this.**

## **June Recital**

You will only be required to be present at your TA classes show.

Please pay close attention to your TA class' Day, Time and Show number. If you have any questions please reach out to me.

Show Assignments are listed [HERE](#)

**Time sheets and Evaluation form should have already been turned in. If not get them in ASAP. I will be collecting and calculating April hours on Friday 5/8**

## **March 26th update**

### **Timesheets/Evaluation forms!**

**Timesheets** are due after every class that you TA for. <https://forms.gle/uattSQAKdtsJ6ih56>

**Evaluation forms** need to be completed by both yourself AND your teacher by the end of each month.

**Both your timesheets AND your fully completed evaluation forms are required in order to receive credits on your accounts.**

I will only be able to have credits applied for the month when both are filled out.

Please check the file holder in the ta office and collect your evaluation forms that have been looked over and accounted for.

Also check if you timesheet in highlighted. They are not complete.

## **Recital**

Recital will be both **June 13th and June 14th**. All TAs are expected to be present at the show that their TA class performs at.

If there is a conflict, please reach out asap.

Show assignments will be out in the coming month(s)

## **Recital choreo**

All classes should be well underway with their recital choreo. Remember you should be taking notes (not video) to refer to and know your class choreo.

## **February 11th Update**

**January timesheets** and evaluation sheets should have been turned in already. If you need an evaluation form you can print them from the hand book

**Reminder** TA office is closed for the month of February for all ages.

## **February 4th Update**

### **Timesheets**

**Timesheets should have been turned in for January already. Remember you need your timesheets AND your evaluation forms filled out in order to receive your credit.**

### **TA Office**

**TA office is closed to everyone!**

**It still is not being kept up properly. There is food and drinks left on the desk and backpacks and bags left unattended.**

**I need to re evaluate how we are going to use the space moving forward. Please no one is allowed to stay behind the desk or leave their things back there for now, until further notice.**

## **January 21st**

### **Update**

**Timesheets are due next week for January.**

**Plan accordingly.**

**Remember you need your timesheets filled out for every week and both sides of your evaluation form filled out to get your credits.**

**Pick up your turned in evaluation forms and ready your teacher feed back.**

## **January 1st Update**

### **Timesheets**

All timesheets that we submitted on time have been sent to be applied to your accounts

I have also updated the Timesheet for musical theater TAs.

If you TA class is 45 minutes, please make sure you are spending 15 minutes during your week helping to reset the classroom, picking up the lobbies, or the TA desk, check the bathrooms that they are clean, reset the chairs at the tables or the lobbies, help move props out of the classrooms, fix the yoga mats or blocks. You can always ask miss Lauren if she needs help with anything too. There are many things around the studio that can use your help, to keep it looking nice for all to enjoy.

## **NHSDA Induction dinner RSVP**

Please use the link and RSVP TODAY. This is a special student dinner only.

<https://evite.me/P14FjKmTj3>

## **New Year Return**

Classes start back Monday January 5th! There will be many trials and new faces. Sometimes classes shift with students. Make sure you keep the same positive energy!

## **TA Desk**

Please remember to keep it clean! NO FOOD or DRINKS other than water behind the desk. If you see something, say something. A simple “we aren’t supposed to have food back

here” is an easy way to remind TAs who need a reminder of the rules. If you are on break and need to eat, please go to the tables and eat.

Please do not crowd around the front of the desk. You are displaying ECPAC, and should be in a mature and respectful way.

The TA desk should be used for assisting Parents with questions they may have, doing homework or filling out your timesheets. All things work related.

## **December 11th Update**

### **Little Stars**

Shout outs!!!!

Everyone did great! A few shout outs go to Brynn

Lahna

Zorah

Emerson

These Jr. faculty members I caught taking the lead during little stars. They showed up ready to work and jumped in.

Thank you!

If you missed my email I sent out after little stars I have added it below.

Hey Jr. Faculty and TAs,

I just wanted to send a quick Thank You to everyone for working together and helping to put on a great show for our ECPAC families! These were some of the smoothest shows we've ever had! Thank you for your commitment to the studio and to this program. You are ALL very important puzzles pieces, to putting these shows together.

We have 2 more weeks of regular classes before our winter 2 week break. I know the holidays are busy for everyone.

Use the contact sheet if you need a sub. Try to plan ahead. Continue to check the weekly news and plan accordingly to get your December timesheets and evaluations forms in before break.

Thank you all again!

Victoria

### **NHSDA Dinner RSVP**

Please fill this out ASAP

<https://evite.me/P14FjKmTj3>

### **Timesheets & Evaluations**

December timesheets and evaluations will be due next week! Plan accordingly to get those in. Give your teachers time to fill them out. Be sure to pick up past evaluation forms and read over your feed back.

### **Office hours**

I will now have office hours on Fridays from 5-6pm. If you have questions or need help with anything you can message me to schedule this time to meet with me. I am always happy to help you with anything! Even homework! My number is 1 (925) 642-2846

### **December 3rd- Update**

## Little Stars

### **This Sunday-December 7th Freedom High School Theater**

(School address is 1050 Neroly Rd - Oakley) You will drive down Neroly and **turn on Brown Street**. You will see the theater and then a parking lot to the theater's left.

**LITTLE STARS SHOW 1 9AM; Arrive at 8:00AM**

**LITTLE STARS SHOW 2 10:30AM; Arrive 9:30AM**

**LITTLE STARS SHOW 3 12:00PM; Arrive 11:00AM**

**LUNCH BREAK approx. 12:30-1:30PM (all staff clock out and take a break)**

**LITTLE STARS SHOW 4 2:00PM; Arrive 1:20PM**

**WINTER WONDER JAM SHOW 5 3:30PM; Arrive 2:30PM**

**WINTER WONDER JAM SHOW 6 5:00PM; Arrive 4:00PM**

**WINTER WONDER JAM SHOW 7 6:30PM; Arrive 5:30pm**

Come in thru check in entrance at side door (where students also check in) and come find me

### **Little stars Show assignments**

**+** 2025 TA Little Stars and Winter Wonder Jam S...

**\*\*\*Please wear your Jr. Faculty shirt and black bottoms, with tennis shoes (no crocs, slippers or uggs)  
Bring your appropriate dance shoes for your Ta class when you assist side stage.**

## Timesheets and Evaluation forms

**November timesheets and evaluation forms should have already been turned in. Credits have been applied**

## **Collect Evaluation Forms**

Please collect your previous months evaluation forms from the alphabetic folders and review and touch base with your teachers on your feedback

## **November 26th-update**

Little stars Show assignments

[https://docs.google.com/spreadsheets/d/1IsoUKkpkcB0M6qWYHDGLyiveQ24fgGyXGZFqCOy\\_-Ak/edit?usp=drivesdk](https://docs.google.com/spreadsheets/d/1IsoUKkpkcB0M6qWYHDGLyiveQ24fgGyXGZFqCOy_-Ak/edit?usp=drivesdk)

Little Stars Location

December 7th at Freedom High School

Please wear your Jr. Faculty shirt and black bottoms, with tennis shoes (no crocs, slippers or uggs)

Bring your appropriate dance shoes for your Ta class when you assist side stage.

## **November 12th-Update**

### **Meeting**

If you missed our meeting on Sunday. The slides are below for you to review and understand your role for little stars.

<https://docs.google.com/presentation/d/1IOw11VqspGUYqCqhGBBPw7ioFi6x1zDnoYx1nKeFjo4/edit?usp=drivesdk>

Your gift is also in the TA office under the TA desk. If you did not receive yours, please grab one.

## **NHSDA**

Thank you for getting those NHSDA applications in. A few are still missing this very important step of making the account and applying for induction.

You will first create an account on

<https://www.ndeo.org/nhsda/Apply-for-Induction>

Be sure to follow the directions.

Your institution will be East County Performing Arts Center. (Make sure your spelling is correct)

- After you create your account you will need to log BACK in. Make sure you are on the National Honor Society website. Click on students.
- Apply for induction.
- Type in your institution again and select your induction type (middle school- Junior and High school-Secondary)
- Finally it will ask your graduating year and click submit.

## **Timesheets and evaluations**

Plan ahead. These will be due next week for November. Start getting your evaluations to your teachers NOW so they have time to fill it out and you can put it in the turn in folder next week!!!

The longer it takes you to turn in your timesheets and evaluations, the longer it takes me to get your credits applied to your accounts.

## **November 5th-Update**

**Please check your emails. If you didn't get it, it is because your mailbox is full and it has been bounced back to me.**

**I sent a very important video on NHSDA.**

**I need to get these done and very few people have followed the directions properly. I can help if you need it. You need to send me an email, not ask me questions as I am going in and out of classes.**

**Please READ ALL of the past updates to make sure you understand. Please re read the handbook as well. The Jr. faculty program is more than showing up to your TA class when you feel like it.**

## **October 29th-Update**

### **NHSDA**

**I should have any reminding applications received by October 31st. After you have given me your paperwork, be sure to go on the NHSDA website and create an account. Instructions are in previous week's updates**

### **Little Stars**

**December 7th at Freedom High School 8am-8pm.**

You won't need to be there the whole time but mark your calendars.

Show assignments are on their way.

### **Little Stars Choreography**

Make sure you know your TA class routine. You will be expected to demonstrate it side stage during their performance.

### **Jr. faculty & TA Meeting**

November 9th at 10am-1pm

Please mark your calendars.

### **Timesheets**

Get those October Timesheets and Evaluation Forms in by the end of the week. (Oct 31st) Monday at the very latest! Plan ahead and get them into your teachers to have them complete them and get them back to you on time.

## **October 22nd-Update**

### **NHSDA**

Make sure that after you have given me the paperwork for NHSDA that you create an account on

<https://www.ndeo.org/nhsda/Apply-for-Induction>

Be sure to follow the directions.

### **Timesheets and Evaluation forms**

Please watch. I feel like there is some slight confusion on what needed to be done in order to receive your credits.

<https://youtube.com/shorts/fkG5UgKiwKo?si=1yjJgAXVKKfc-wpm>

Also be sure to collect your forms back and read over what your teacher has written.

### **Little Stars & Winter Jam**

December 7th. Mark your calendars.

Show assignments will come out soon. You are expected to be there to assist with your class backstage and on stage.

You may be asked to stay for extra shows to help backstage.

### **TA Desk**

The desk is STILL being left in an UNACCEPTABLE manner. **TA desk will only be opened up for TAs ages 13 and older.** I will continue upping the age until the desk can be left in an acceptable manner.

Part of the time as a TA that you fulfill, is to be cleaning the studio and making sure that things are put back where they belong.

#### **This includes your own personal items!**

I will be placing a box to remove items left out with no one attending them. You will

Be able to find your items from the box.

Yesterday there were phones, shoes, dance shoes, water bottles, chargers left out with no one there at the desk to take ownership of them.

If you set your bag there while in class that is fine. But all your personal items should be INSIDE your dance bag. This means preparing with enough time BEFORE your class begins to ensure that your things are put away properly and the desk is left looking nice and presentable.



This is unacceptable.

## **October 15th-Update**

### **Emails**

Please make sure your inboxes can receive emails. I have sent out a few emails and they have bounced back because inboxes are FULL.

### **NHSDA**

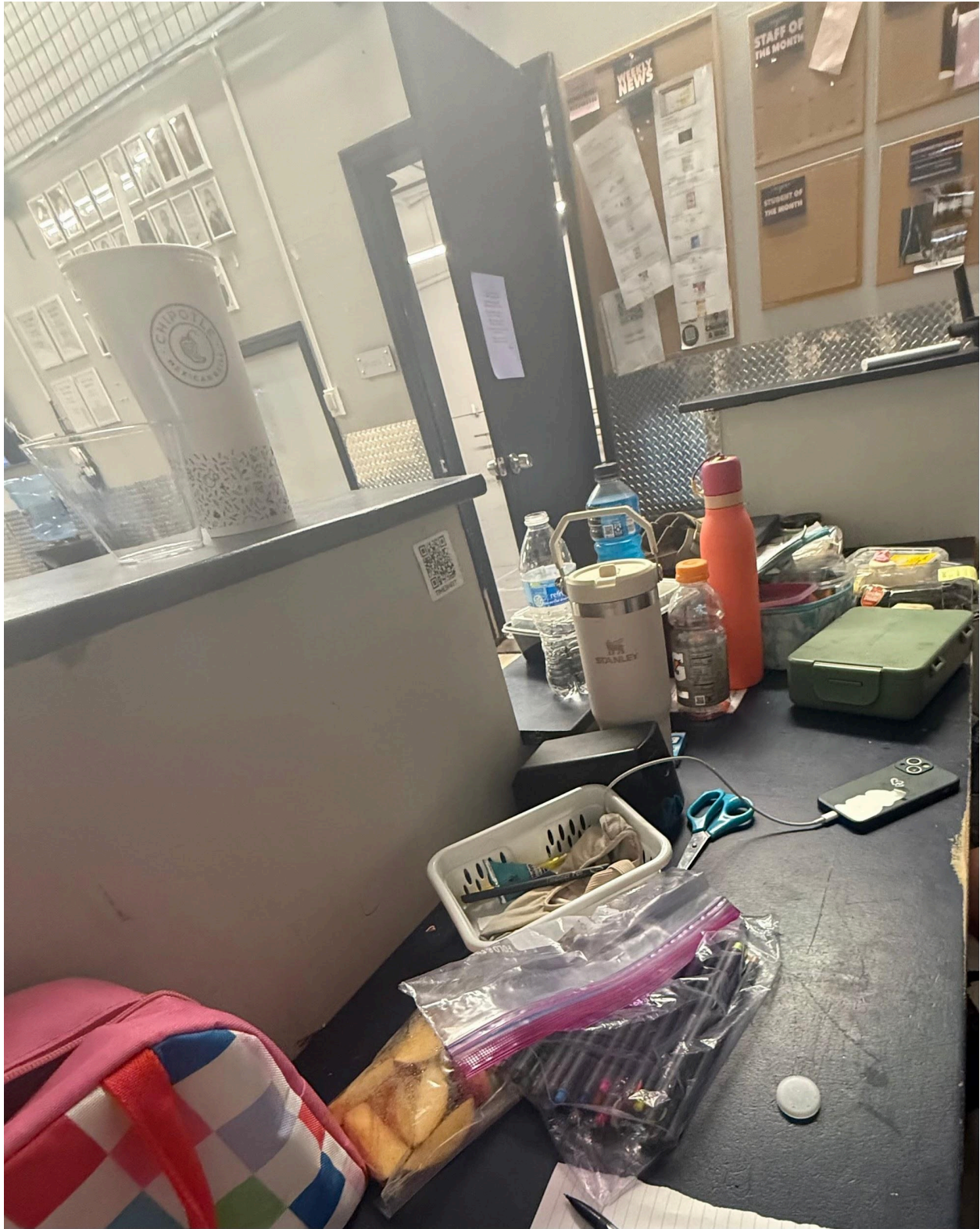
These are due ASAP or I will begin to remove you from the program.

### **Shirts**

If you don't have a TA shirt can you email me your size to make sure I have everyone. [ecpacjrfaculty@gmail.com](mailto:ecpacjrfaculty@gmail.com)

### **TA office**

This is still very much unacceptable. The desk should never look like this.



**Little Stars & Winter Jam**

If you haven't already, mark your calendars for Sunday December 7th. This will be little stars and winter jam for all classes. Your classes should have started choreography already. Make sure you know it. You will be expected to execute your class's routine side stage on the day of the performance. You are expected to be there!

### **Timesheets and Evaluation forms**

Make sure everyone is filling out their digital time sheets weekly and filling out both sides of their Evaluations forms by the end of each month in order to get your credits applied to your accounts. You can collect yours that have been documented from the alphabetized folders. (By your first name)

ECPAC Jr. Faculty & Teacher Assistant Handbook

Welcome to the T

Emerson Regional High School has been recognized as a modern and innovative school district. Our success is due to the hard work and dedication of our staff and students. We are proud to be part of a team that is committed to excellence in education.

Emerson Civility

Teachers

A-B

C-G

L-M

ECPAC Assistant & Junior Faculty Monthly Evaluation Form

Name: Emerson Duke Month: September

Role:  Teacher Assistant (10-15)

ECPAC Assistant & Junior Faculty Monthly Evaluation Form

Name: \_\_\_\_\_ Month: \_\_\_\_\_

Role:  Teacher Assistant (10-15)  Junior Faculty (16+)

Class(es) Assigned:

Teacher/Teacher:

Teacher/Teacher:

Teacher/Teacher:

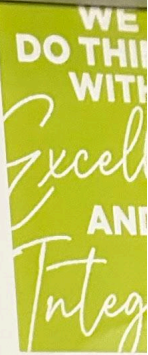
Teacher/Teacher:

Teacher/Teacher:

Teacher/Teacher:

Teacher/Teacher:

Monthly TA Eval.  
Turn in Here



## **October 8th-Update**

September timesheets were due!!!! They are now late. Please get them in ASAP

Check that you teacher has filled out the back and that you have filled out the front.

Also check the Manila folders to get yours back and READ YOUR TEACHER FEEDBACK.

Over all teachers would love to see more confidence and connection with students in the classroom.

## **NHSDA**

I need ALL applications ASAP. This is for all Jr. Faculty members who are 6th grade and up! These are now late! It is a requirement as part of the Jr. faculty program. If I do receive them by October 13th I will not be able to be a part of the Jr. Faculty program. Please reach out if there is anything you need help with to complete this step. I am always here to help.

Apply for induction

New to NHSDA. If this is your first year, Click the link and closely follow the directions to create an account

<https://www.ndeo.org/nhsda/Apply-for-Induction>

If you are reapplying visit the site and make sure your information is correct!

Make sure that you are applying to be inducted to East County Performing Arts Center. This is what will allow your name to show

up on my end and add your information you gave me for the application. If you have any questions please reach out. Helpful tip, dismiss any pop ups from website to access the main page.

**TA Desk will NOW be CLOSED ON WEDNESDAYS. No one may use this area on Wednesdays.**

## **September 24th-Update**

### **Timesheets and Evaluations forms**

These are due this week for September. We will be on break next week. Missed August credits will be added with September credits.

Make sure both sides of the form are filled out before placing it in the tan folder.

Forms I have accounted for will be placed in the blue folder.

### **Fall break**

We are closed the first week. The second week of break the studio is open. You are expected to be at your TA class or find a sub.

**Please read below for anything missed in the past weeks**

## **September 10th-update**

## NHSDA

Applications should have been turned in. I will be connecting with anyone who is missing theirs.

If you have any questions please reach out. If you need any help don't hesitate!

## Jr. Faculty/TA space

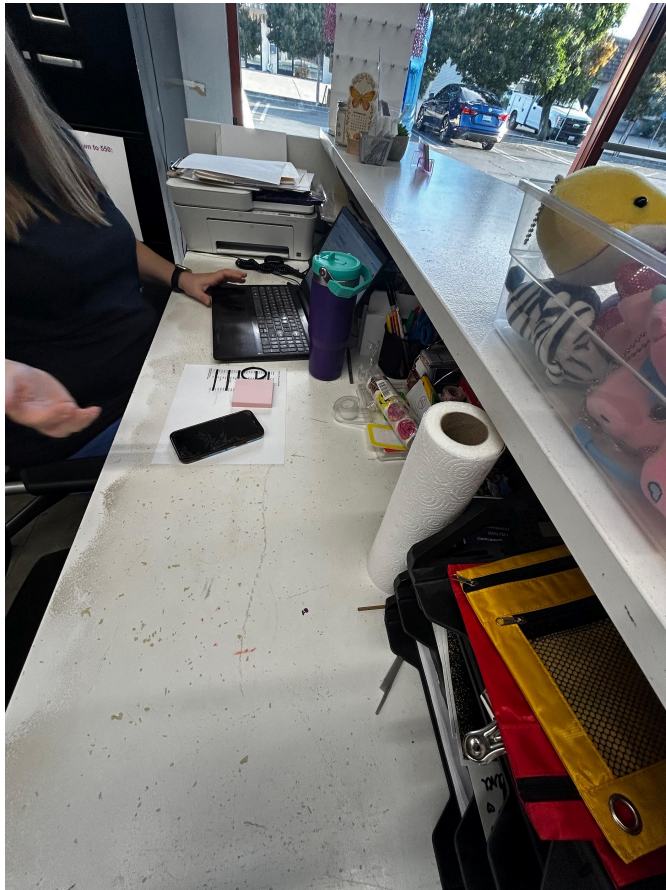
Please see photos

This is the TA desk as it was left for over 30 minutes unattended.





Below you will see Mrs. Lauren's desk as an example.



The TA desk is a shared space. It should be kept in an orderly and presentable fashion at all times.

The desk area should look inviting and open to everyone.

Moving forward, the TA desk area will only be open for TAs/Jr. faculty ages 12 and older.

- ALL TAs are able to place their bags behind the desk on days that they TA only.
- There is to be NO eating behind the desk.
- There should be no one hanging around on the outside of the desk.

We want to represent this area well. It should look professional and not like a snack shack.

## **September 3rd-Update**

### **Account Credits**

Accounts were updated for your credits this week. If you don't see your credits you may be missing your timesheets or your evaluation form for August. I am missing a handful of timesheets and/or evaluations. You have until Friday to get them in.

### **NHSDA**

Don't forget NHSDA is a requirement in order to TA. Your application is due September 5th. The application is down below. Scroll down.

### **Absences**

If you are going to be absent, you need to find a sub!!!! You can use the contact sheet to find a sub! It is your responsibility.

## **August 27th-Update**

Remember to scroll down to read any previous weeks you may have missed.

NHSDA is due September 5th. NHSDA is a requirement in order to continue the Jr. Faculty. Application is below. Please reach out if you have any questions or need any assistance.

**Timesheets and Teacher Evaluation forms are due this week!!!** You must turn in both to get your class credits.

## **August 20th- Update**

### **NHSDA**

Reminder applications are due September 5th  
NHSDA is REQUIRED as part of the Jr. Faculty program.

All information and paperwork can be found [HERE](#)



### **Missed the Meeting:**

Videos for those that missed the meeting are up and fixed.  
<https://nina-s-site-a695.thinkific.com/courses/ai-placeholder>

### **Time Sheets:**

Time sheets are due next week and can be found behind the TA/JFAC desk

## **August 13- Update**

### **Shirts are in:**

If you haven't picked yours up yet, I'm there Monday from 3:30-7:45pm, or you may check the cabinet.

### **Jr. Faculty/TA office space:**

We have a great space this season. However with it comes some guidelines.

- Only 2 body's may be behind the desk at a time.
- You may only stay back there for 30 minutes at a time.
- If you are back there you should be wearing your TA shirt.

- You may not eat there.
- Friends may not surround the outside of the desk.
- You need to make yourself approachable to parents or dancers who may have a question.
- You must represent yourself in a professional manner.
- You may put your bags back there, in an organized way.
- **YOU MUST PICKUP YOUR TRASH!!!**

### **Camp sign ups:**

Below you will find the sign ups for all of the camps that are available to be worked. All TAs need to sign up for 2-3 camps, per handbook guidelines.

Junior Faculty ages 10-12 can sign up to work 1-2 days of a weeklong camp, you cannot work the whole week.

Ages 13 and up may work more days.

Camps and events are all coordinated by Gabby. If you have any questions you can reach her at [ecpacevents@gmail.com](mailto:ecpacevents@gmail.com).

You will need to arrive at 8:30 and can get picked up around 12:05.

### **Camp dates:**

August-None

September- Fall Break Camp September 29-October 5 9am-12pm ages 4-10

November-None

December-None

January-None

February-None

March- Spring Break Camp March 16-21 9am -12pm ages 4-10

April- None

May-None

June-

Summer camp 1- June 8-12 9am -12pm ages 4-10

Summer camp 2- June 15-19 9am -12pm ages 4-10

Summer camp 3- June 22-26 9am -12pm ages 4-10

July-

Summer camp 4- July 6-10 9am -12pm ages 4-10

Summer camp 5- July 12-17 9am -12pm ages 4-10

Summer camp 6-July 20-24 9am -12pm ages 4-10

### **📅 Camp Staff 2025-2026**

### **August 6- Update**

Hello all TAs and Jr. Faculty members!

I hope everyone is adjusting to their classes well if you have any questions feel free to email me at [ecpacjrfaculty@gmail.com](mailto:ecpacjrfaculty@gmail.com)

**TA class list:**

<https://docs.google.com/spreadsheets/d/1kDpREVO2MAm7nwwbUb-rhNx7-ljPOPEKAbjBBjSKDIE/edit?usp=drivesdk>

Remember you may not start your class until you have either attended the kick off meeting or watched the meeting video with receipt of confirmation that it has been read. We are working on getting the video to be available.

**Timesheet:**

Be sure to fill out your time sheet. <https://forms.gle/uattSQAKdtsJ6ih56>

**Dresscode:**

Shirts should be in shortly. In the meantime you can wear all black or an ECPAC shirt. If you are a TA for a ballet class then be sure to dress in your proper ballet attire, hair pulled back in a nice secure bun.