

English Department Teaching Assistant Syllabus

Castro Valley High School

Course Overview

Welcome to the English Department Teaching Assistant program! In this course, you will play an essential role in the day-to-day operations of the English Department. You will assist teachers with approximately 165 students, ensuring rigor and daily assessment standards are met.

This position is designed not just to help teachers, but to prepare *you* for support jobs in public, private, and post-secondary office settings.

What You Will Learn & Do

You will master organizational systems and learn methods for assessing and designing student work. Key responsibilities include:

- **Organization:** Efficiently sorting, filing, and organizing student work and classroom materials.
 - **Time Management:** Managing a list of tasks at the start of each period and completing them effectively.
 - **Lesson Assistance:** Helping with lesson set-up and classroom organization.
 - **Student Support:** Organizing work for absent students, taking notes for those who missed lessons, and assisting informal review groups.
 - **Communication:** Distributing assignments, responding to basic grading questions, and conferencing with the teacher about student progress.
 - **Creativity:** Designing bulletin boards and seasonal classroom displays.
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Grading & Performance Objectives

Your grade is based on your participation and performance in the following six skill areas, plus a final capstone project.

1. Personal Skills (15%)

- Active listening.
- Carrying out tasks and asking questions when needed.
- Interacting politely with students.
- Applying logical organization to your work.

2. Interpersonal Skills (15%)

- Working effectively with adult supervisors.
- Collaborating with fellow students.

3. Thinking & Problem Solving (15%)

- Designing bulletin boards and displays.
- Evaluating student skills.
- Proactively assessing teacher and student needs.

4. Communication Skills (15%)

- Speaking professionally with teaching staff.
- Communicating standards to students.
- Reviewing fundamental lesson components with students.

5. Occupational Safety (15%)

- Identifying and using proper tools/assists for display set-up.

6. Employment Literacy (15%)

- Arriving to class on time.
- Completing assigned tasks.
- Asking clarifying questions.
- Recognizing the tasks that need to be completed.

7. Capstone Project (10%)

- A final project demonstrating your mastery of the course skills (Details to be announced).

Quarterly Proficiency Standards

To succeed each quarter, you must demonstrate proficiency in:

- **Time Management**
- **Professional Courtesy**
- **Creativity & Planning** (Completion of open-ended tasks)

How You Will Learn

We will use a mix of one-to-one instruction, practice, and feedback frequently throughout the year. Occasionally, we will utilize self-evaluation and student-teacher conferencing to review your progress.