

Altoona Teacher Assistant (TA) Program

(M, T, W, TH, F - .25 credit per Trimester)
GPA > 2.00 Yes ____ No ____ (Counseling Office Confirmation)

Student Name _____

Date _____

Trimester 1 ____ Hour ____

Trimester 2 ____ Hour ____

Trimester 3 ____ Hour ____

Teacher's Printed Name _____

Teacher's Signature _____

Building Principal's Signature _____

Dear Teacher Assistant (TA),

Welcome to the teacher assistant program/class. Your decision to participate is appreciated. Assisting a teacher will be a unique, trying, and fun experience designed to give students the opportunity to help students pre-school through 12th grade and/or help teachers with classroom responsibilities. Students in grades 10-12 with an accumulative GPA of 2.00 or higher are eligible to be a TA. **Students must have 4 academic classes, excluding tutoring.** TA jobs may be available every academic hour. **TAs are required to attend the job daily, display appropriate behavior, and maintain passing grades in all subjects.** Students may assist teachers each semester. This completed contract must be on file in the high school counseling office prior to the student's placement.

1. **ATTENDANCE:** Attendance is taken as in any other class. Plan to spend the entire class period with the supervising teacher every assigned day.
2. **MODEL BEHAVIOR:** Your behavior on the job must be a model for others. Children are looking to you for direction; this includes how you act, talk and what you talk to them about, as well as your attitude. TAs are fair to others and encourage students to do their best. Be aware of and follow classroom rules at all times. Remember, you have a job and you must set a good example.
3. **ENCOURAGE** and smile at people you work with. If problems arise, talk with your supervising teacher or see your tutoring advisor. If children misbehave, ask them to please stop. If the problem continues, talk to the teacher.

GRADES

Credit is given at the end of the trimester. **The grade is not included in the student's accumulative GPA.** Ask your supervising teacher how you are doing at mid-term.

RULES TO REMEMBER

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|--|----------------------------------|-------------------------|
| - Be polite | - Quiet in the halls | - Have fun |
| - Set a good example | - Work and play safely | - Observes school rules |
| - Listen to the teacher and follow class rules | - Be fair to yourself and others | |

FUTURE CAREER

Tutoring is working with people. Most prospective employers ask if you are able to work with people successfully. Completing tutoring allows you to place a yes on your future job application.

A TEACHER'S ASSISTANT DOES NOT: Berate or belittle, criticize or interrupt the teacher, or miss any tutoring unless they are ill, or contacts teacher prior to day missed.