

Scott High School

Teacher Assistant Guidelines and Expectations



Thank you for your interest in becoming a teacher assistant at Scott High School! As a teacher assistant, you will be expected to act as a role model for other students within both the classroom and the school building as a whole. **As a role model, it is important that student aides are self disciplined, responsible, organized, respectful, patient, and punctual.** If these descriptors apply to you, then you are exactly the person we are looking for!

As a teacher assistant at Scott, you may be asked to do the following:

- Filing (books, papers, materials)
- Making copies
- Completing teacher-assigned projects (bulletin boards, etc.)
- Word processing
- Running errands
- Answer school phone in a professional, courteous manner (administrative aides)
- Send faxes, distribute mail, write tardy slips (administrative aides)
- Any other assignment and/or activity deemed appropriate by supervising teacher

As a teacher assistant at Scott, you will be expected to do the following:

- Serve as a role model to others
- Take initiative to assist in the completion of daily duties
- Follow instructions (stay in your assigned classroom, etc.)
- Be polite and well mannered at all times
- Complete a weekly self-monitoring log sheet of all assignments/activities completed and turn it in to supervising teacher
- Complete a reflective final exam

Again, thank you for your interest in being a teacher assistant at Scott High School. We look forward to working with you!

Note: Students may not be a teacher assistant for more than one class period per trimester. Students may not be a teacher assistant and a Peer Tutor in the same trimester.

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Teacher Assistant Application

This application must be completed and turned in to the main office. Only seniors are eligible to apply for Teacher Assistant positions.

Student Name _____

You must have an administrator, guidance counselor, or secretary check and sign that you have met the requirements in the box below:

| | |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Are you College Ready? ___ Yes ___ No | _____ (Qualifying Signature) |
| Are you on track to be Career Ready? ___ Yes ___ No | _____ (Qualifying Signature) |
| *In order to be considered for a teaching assistant you must be College Ready or on Track to be Career Ready | |
| _____ GPA of 2.7 or better | _____ (Qualifying Signature) |
| _____ No more than 2 unexcused absences | _____ (Qualifying Signature) |
| _____ Less than 3 minor disciplinary referrals <small>(No more than three total, no level three infractions.)</small> | _____ (Qualifying Signature) |

You must have two teacher recommendations.

| | |
|---------------------|---------------------------------------------------------------------------------------|
| Teacher's Signature | What qualities does this student possess that would make him/her a good student aide? |
| | |
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| | |

In what department would you prefer to work? _____

Is there a teacher for which you prefer to work? _____

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <i>To be completed by teacher whom you would like to assist (there is no guarantee of placement)</i> | |
| Which period, trimester, and class are you requesting this student to assist you? | |
| Initial each below as an acknowledgment of the statements. ___ I have experience with this student and have faith in them to be a role model and positive influence at Scott High School ___ I agree to take responsibility for this student's actions and behavior while in your assistance? | Teacher's Signature |
| | |

I have read the class expectations and guidelines sheet for being a teacher assistant at Scott High School.

(signature)

(date)