

## TEACHER ASSISTANT

There is specific criterion that TA's must meet. Below are the listed requirements:

- TA's must be a Senior
- TA's must have a GPA of 2.5 or higher.
- TA's must have a good behavior record.
- TA's must have a good attendance record.
- TA's must obtain the signature of a teacher, his or her counselor, and parent.
- TA's must sign this contract agreeing to all items listed.

TA's must be under the direct supervision of the teacher or designated staff member. **TA's are not allowed to roam the campus during class time.** If there is no teacher/staff work for the TA to complete, the TA will complete his/her own assignments. **TA's who fail to meet the contract's agreements will be dropped with an "F" grade for the semester and will no longer be eligible to serve as a TA**

### EXPECTATIONS

1. Students will realize the confidentiality required working in an office or classroom situation.
2. Students will be expected to be punctual and maintain good attendance.
3. Students will be expected to be courteous to adults and students.

### EXPERIENCES

1. Students will work with adults and/or students in an office or classroom situation. Most of the duties will be of a clerical (filing, typing, record keeping, answering phones in main office, etc.) nature. However, in some instances TA's may assist in the instructional program as tutors, as needed and assigned by the classroom instructor.
2. Science lab TA's will help set up labs, assist science students, and clean up after the labs are completed.
3. Students may run errands within the school as needed however; they will be required to wear a TA identification.
4. If a student finishes his/her work for the day, he/she may be asked to help another staff member.

**EARNING CREDIT**

A student may earn 10 credits as a Teacher's Assistant. In order to earn full 10 credits, students cannot have more than 10 excused absences per semester. A student will be allowed, when possible, to make up time missed as a result of an excused absence. Unexcused absences **cannot** be made up

**By signing below you agree to all of the TA requirements. If you fail to meet these requirements during the year, you will be dropped with an "F" grade.**

Student Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Teacher Print Name: \_\_\_\_\_

Period: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

Parent Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_