

TEACHER ASSISTANT

a non-paid, one semester - 1.0 credit internship course that provides you with the opportunity to learn and explore the teaching profession.

BENEFITS

While you may not ultimately plan to become an educator, you will gain hands-on, real-world experience while you implement our district's employability skills to develop the link between school and the workplace. As a student TA, you will:

- have a greater understanding of workplace roles, functions, ethics and responsibilities relating to teaching
- Be better prepared to make informed career and college decisions
- Improve your time management skills
- Develop a network of future career contacts

RESPONSIBILITIES AS A TA

1. Arrive to your TA placement on-time and ready
2. Follow directions and complete assigned tasks.
3. Be a role model to the students in the classroom through the use of employability skills.
4. Complete project assignments by the due date for each marking period.
5. Maintain passing grades in all subjects.

POTENTIAL TASKS FOR A TA

1. Take attendance
2. Distribute/collect papers
3. Design worksheets / Quizlets / review games based on the content/curriculum
4. Tutor individual or small groups of students
5. Research new tools/technology
6. Lead review activities
7. Create/design classroom bulletin boards

SCHEDULING & ATTENDANCE

You will start the TA program after the first week of the semester. You will be assigned to assist your mentor every school day for the semester during one of the following time blocks. You should arrive and depart promptly at your scheduled time. Pay special attention to any notes and ask questions prior to your first day.

If you will be absent or late for any reason, you are responsible for emailing your mentor teacher prior to your scheduled arrival.

Block	1	2	RR	3	4
Time	7:44-9:09	9:13-10:32	10:36-11:16	11:20-1:10	1:14-2:35

Notes Students assisting at the HS will return to their mentor during RR. If they are a TA during Block 3, students will eat lunch during their mentor's assigned lunch period.

Students assisting at Sheckler or CMS have 15 minutes for travel and arrival. Students must return before the start of their next class. Students with a Block 1 or 4 TA assignment are scheduled for library RR on day 1/4. TA's assigned during Block 2/3 will have RR built into their placement. All Block 3 TA's will eat Lunch C.

FIRST MARKING PERIOD ASSIGNMENTS

In addition to any classroom preparation, decoration, or tutoring that you may assist with on a daily basis, you will be required to complete the following assignments during your placement:

1. Research on the teaching profession
2. Classroom Map
3. Reflect on the School/Classroom Safety Protocols
4. Reflect on the Classroom Management Plan
5. Reflect on your employability skills: Career Management and Professionalism / Work Ethic

As time permits (without interrupting the lesson), ask your mentor questions to better understand your profession and the reasoning behind any protocols, procedures, or consequences that have been implemented. If it is not possible to ask your mentor during the period, you can email your mentor.

SECOND MARKING PERIOD ASSIGNMENTS

1. Communicate regularly with your mentor teacher
2. Create an activity:
 - a. Review game (Quizlet, Kahoot, Quizizz, EdPuzzle...)
 - b. Tutor a small group or individual students
 - c. Create a review worksheet or graphic organizer
 - d. Research review/enrichment videos/activities
 - e. Other activity identified by your teacher/mentor
3. Update your resume to include the internship experience
4. Reflect on your experience.
5. Email a thank you letter to your mentor

TEACHER ASSISTANT CONTRACT

a non-paid, one semester -

1.0 credit internship course that provides TA's with the opportunity to learn and explore the teaching profession.

RESPONSIBILITIES AS A MENTOR

1. Contact attendance (Carol Chorones at x20003 or choronesc@cattysd.org) if a student is absent or missing, but is not listed on the absentee list.
2. Answer questions and provide guidance about the teaching profession
3. Provide opportunities for the TA to develop employability skills
4. Complete two evaluation forms - one at the end of each marking period. You will receive an email reminder.
5. Provide a copy of the following documents: School Safety Protocol, Additional Classroom Safety Protocols, Your Classroom Management Plan, and a Sample Lesson Plan

RESPONSIBILITIES AS A TA

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4. Complete project assignments by the due date for each marking period.
5. Maintain passing grades in all subjects.

POTENTIAL TASKS FOR A TA

1. Take attendance
2. Distribute/collect papers
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LEARNING OBJECTIVES

Students will be able to:

- Explain the educational steps necessary to become a teacher, job description, salary, and key skills
- Observe the classroom environment and participate appropriately.
- Using guided questioning, reflect on the complexity of variables a teacher must consider when designing classroom setup, using technology, and lesson planning.
- Enhance employability skills through interactions with their mentor, faculty, staff, and students
- Update their resume
- Write a thank you letter to their mentor

REQUIRED INFORMATION

Student Name: _____

Semester: _____

Block: _____

Building: _____

Teacher: _____

By signing below, I understand and agree to the role and responsibilities listed for the TA program. Any TA that does not comply may be removed from their placement.

Date: _____

Student
Signature: _____

Teacher
Signature: _____

FOR STUDENTS ATTENDING SHECKLER OR CMS

I/We have read, understand and will follow the rules and procedures for the teacher assistant program. Furthermore, I/we understand and agree that: (1) the school is not liable for any student driving away from the school. (2) The school is not liable for any accident or injury while the student is traveling from site to site. (3) Any violation of provisions can and may lead to its removal from the program. (4) The teacher assistant program policies are subject to change at any time.

Parent
Printed Name: _____

Parent
Signature: _____