



Teaching Assistant Request

Responsibilities

Teacher Assistants (TA) are highly motivated and responsible students who have either performed well in a particular subject area and/or are interested in helping support a particular teacher. They assist teachers in any number of possible ways including but not limited to the following:

- Researching academic topics
- Previewing/reviewing educational resources
- Assisting students during or outside of class
- Grading assignments and quizzes
- Organizing paperwork and classroom areas
- Preparing materials for an upcoming class

In certain instances where a student may be interested in possibly teaching in a particular subject area in the future, the TA might prepare and teach a lesson under the teacher's supervision. The teacher would then evaluate the presentation and provide helpful feedback to the student.

Expectations

TAs are expected to be hardworking and trustworthy students in good academic standing and sound reputation. They must be able to work well independently and take initiative when appropriate. They are expected to act professionally and maintain confidentiality when grading and dealing with any other sensitive issues. Though they will be required to meet with the teacher regularly and fulfill a certain number of hours per semester, there is some flexibility when those hours can be done. They will also receive a grade based upon their work performance and completion of TA requirements.

Benefits

By serving as a TA, the student will gain invaluable administrative experience managing time, organizing materials, and preparing resources for use by teachers and students. They will also learn how teachers plan lessons, give presentations, and assess student work. This is a great way for senior students to explore certain areas of interest, especially for those interested in pursuing education. Students who perform well as a TA will also receive a positive grade for the class.

Procedure

Students interested in becoming TAs should fill out the application, along with their parent(s), and indicate their teacher of choice. Once all the questions are answered and signatures obtained, the application is then submitted to your teacher of interest, who will then submit it to the Director of Student Services. The application will be reviewed and the student notified if they have been accepted or not. Acceptance is based upon student reputation, recommendation by parent and/or teachers, availability of teacher(s), and student's schedule. If accepted, students will be assigned a teacher and meet with them to discuss specific expectations and sign a contract.

Student Name:

Teacher's Name:

Fill out the questions below as completely and honestly as possible and sign below.
Have a parent fill out Question 5 and sign, and the teacher fill out Question 6 sign.
Submit this document to your Counselor or the Director of Student Services.

1. Why do you want to become a TA? What do you hope to gain from this experience?

2. How do you plan to take initiative while serving as a TA?

3. How do you feel about maintaining confidentiality with regard to grading students' assignments?

4. Do you agree to fulfill all the requirements expected of a TA? Do you have any questions?

5. Parent(s): Do you think your student would make a good TA? Why or why not?

6. Teacher(s): Do you recommend this student for becoming a TA? Do you want the student to TA for you during your open hour or one of your classes? Any additional comments?

Signatures

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date

Office Use Only: _____ Accepted _____ Rejected