



K.E.Y.S. of Arizona Teacher's Aide Student Application

Teacher's Aide program application must be submitted to Mrs. Collin ***prior to August 9th for the upcoming fall semester or December 16th for the following spring semester.*** No student will be granted a TA position without the proper paperwork turned in by the aforementioned deadlines.

Student name: _____ Date: _____

Class interested in: _____ Day: M TH Hour: _____

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What qualities do you have that makes you an excellent candidate as a Teacher's Assistant for this class? What skills do you have that would be beneficial to this teacher and students?

Possible duties:

- Work with/lead small groups of students
- Facilitate activities
- Hand out supplies/papers
- Assemble materials
- Assist lab students
- Clean up after labs
- Grade papers
- Input grades into Gradebook Wizard
- Work one-on-one with students
- Set up the classroom

Since students may use Teacher's Aide as an elective or extracurricular activity on their transcript, students are expected to demonstrate professionalism and responsibility throughout the entirety of their TA assignment.

Responsibilities include but are not limited to:

- **Attendance** – Students are expected to demonstrate near-perfect to perfect attendance at their respective assignments. Cooperating teachers plan for and rely on students to be present each day to help with their previously planned activities. If a student is going to be absent, he/she must contact the teacher the night prior to their absence.
- **Behavior** – Students are expected to model appropriate, respectful behavior, especially when working directly with students.
- **Grades** – Students are expected to consistently maintain a 70% or better in ALL of their K.E.Y.S. classes.
- **Cell phones** – Students are not allowed to use their cell phones during their assignment.
- **Teacher's Aide Reflection** – Students must complete the Teacher's Aide Reflection Form and submit it to Mrs. Collin the Thursday before the end of each participating semester.
- **Teacher recommendation** – Students must submit this form along with a teacher recommendation from someone other than the teacher that you are applying to work with. Students will not be placed without the recommendation.

Please note that it is a privilege to be a TA. Failure to follow the TA guidelines, student responsibilities, or K.E.Y.S. of Arizona policies and procedures may result in loss of placement and all privileges associated with being a TA.

Student Signature

Date

Parent Signature

Date