



## Teacher and Office Aide Application 2020-21

NAME \_\_\_\_\_ ID# \_\_\_\_\_

We will have opportunities for 8<sup>th</sup> grade students to be Counseling Aides, and Teacher's Aides, including peer helpers with Ms. Patterson's ILS students.

Please see below TA/Office Aide requirements and expectations.

### **Requirements:**

1. Students must be in 8<sup>th</sup> grade
2. TA/Office Aide positions are for 1 semester only. We value the richness of the electives offered, and fairness of allowing other students the opportunity.
3. Students can request both a Study Hall and TA/Office Aide, however only 1 will be approved. There are many wonderful elective options for students and we want them to be able to experience as many of them as possible.
4. Student must be reliable, trustworthy and independent
5. Have a GPA of 2.5 or higher
6. Approved by either teacher, counselor or administrator
7. Follow "Expectations of Student/Office Aide" agreement.
8. Some requirements may be waived upon Counselor/Administrator Approval
9. Office Aide/Teacher aide positions will not be prioritized over core and required courses.

### **Expectations of Student/Office Aide**

1. Maintain same expectations as all class
  - a. Prompt – be to class on time
  - b. Prepared – willingness, ability to help teacher and office staff. And have material to work on independently
2. Work Independently – while not helping teachers/staff, be able to work quietly, and independently – needing little staff direction

3. Maintain confidentiality –
4. Wear TA/Office badges whenever in the hallways to help identify permission to be out in hallways
5. When in hallways be respectful as others are in class
6. Hallway tasks, errands should be completed and attended to immediately and without time spent lingering in the hallways or attending to other personal needs (going to locker, media center, friends class).

If you are still interested, and you can meet our TA/Office Aide requirements and expectations please respond to the following questions.

1. Why do you believe you can meet the requirements and expectations? Please explain below:
  
  
  
  
  
  
  
  
  
  
2. Where or with whom do you want to TA/Office Aide for? \_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
3. What are your present grades?
  
  
  
  
  
  
  
  
  
  
4. Teachers and Offices rely and look forward to having students be there helpers, there are times when teachers and counselors expect students to be available or present. Do you have additional commitments (athletics, music, etc.), that could lead to absences from your TA or Office Aide duties?
  
  
  
  
  
  
  
  
  
  
5. Overall, what is your school attendance?

As a student and parent/guardian, we understand the expectation of study hall.

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Student Signature

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Parent/Guardian Signature

**RETURN THIS FORM TO THE COUNSELING OFFICE BY FEBRUARY 14, 2020.**