



Teacher and Office Aide Application 24-25

NAME _____ ID# _____

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

Please see below TA/Office Aide requirements and expectations.

Requirements:

1. Students must be in 8th 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 Panthers Produce 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

