

## ASSISTANTS REQUIREMENTS 2011-2012

The purpose of the assistant teachers is to help the teacher to the best of your ability in the class. The following is a list of requirements/expectations for all assistants:

- 1) Be on time!
- 2) If you need to miss, you MUST find coverage for your class. The teacher relies on you to be there. You must also leave a message with Deanna if you are going to miss. \*Miss C would also like a courtesy message.\*
- 3) You must sign in and out in the green binder. The binder is found in the assistant mailbox in the desk area. At the end of the month, total your hours and Deanna will apply the credit to your tuition. IF YOU DON'T SIGN IN/OUT YOU DON'T GET CREDITED. Also, if you don't work, you lose your credit. Your sub will get the credit.
- 4) IN THE CLASSROOM:
  - a. Do not chat with other assistants, the teacher, or other students.
  - b. Do not stand around, hang on the barre etc. You're leading by example. If you aren't sure what you need to do, ask your teacher.
  - c. Do not sit on the floor between exercises or while teacher is teaching/explaining. Do not sit on the barres.
  - d. NO CELL PHONES. Leave them in the lobby in your dance bag.
  - e. BE PREPARED in proper dance attire. The children rely on you to be their example.
  - f. Please be patient, friendly, and respectful of the teacher and the students.
- 5) RESPONSIBILITIES
  - a. Take attendance
  - b. Help line up students for warm up/across the floor/choreography etc.
  - c. Demonstrate/lead warm up: Learn the teacher's routine so you can begin class if teacher needs you to.
  - d. Help change shoes
  - e. Take out ballet barre, mats, props, stickers when necessary and put them away
  - f. Count students in across the floor and keep up with them as you demonstrate. Slow down if they need help. Make sure they are on the correct feet and using correct arms.
  - g. Start/stop music at the stereo
  - h. Keep demonstrating FULL OUT until teacher tells you otherwise. You must demonstrate as teacher corrects.
  - i. Keep class quiet and focused. Do not distract them and cause chaos. Make sure they stay in their lines or wherever teacher needs them.
  - j. LET THE TEACHER HANDLE CONFLICTS UNLESS HE/SHE ASKS YOU TO HELP.
  - k. DO NOT interrupt teacher while he/she is correcting or explaining with your own corrections/opinions unless the teacher gives you that authority. DO NOT speak over the teacher.
  - l. Don't be shy and help when necessary without stepping on the teacher's toes.
  - m. Please learn any choreography/spots given so you can demonstrate and do combinations with class.