

Assistant Teacher and Mentor Program

General Information and Responsibilities

Teacher's Assistants are assigned classes in which they will assist for the period of ten months (August, 2017 – June, 2017). It is expected and understood that Teacher's Assistants will participate in the program for the entire year. Should a student need to withdraw from the program, she should give the studio at least one month's notice to aid in finding a replacement.

Once a student agrees to act as an assistant for a particular class, she must remain with that class for as long as she remains a part of the Teacher's Assistant Program. There will be no switching of class assignments without permission.

Students in the Assistant Teacher Mentor Program are expected to set an example for the other students in the studio, both in behavior and in dress.

Educational Objectives:

- experience dance from a different angle
- enhance dance knowledge
- enhance personal technical understanding and instil leadership skills
- ability to breakdown and communicate "how and why" of movement
- acceptance of all children regardless of skill level
- develop mentoring skills
- manage and lead a dance class and or group
- proper understanding of age-appropriate movement and choreography
- dance and choreography notation
- an overall introduction to education from a teacher perspective
- potential to make teaching a career
- reviews with constructive feedback to enhance their teaching skills will be offered

Academic Benefits:

- may request letters of recommendation for college applications
- may request letters of recommendation for college applications from parents of students with permission
- from the director

- mentoring and working with children is an asset on college applications
- they understand hard work and patience
- they understand marketing
- have an idea of planning and priority

Eligibility

- minimum age- 12/13
- at least 3 years of dance at Dance Theatre South
- enrolled in ballet and jazz
- commitment to the ENTIRE SEASON
- agrees to arrive 15 minutes prior to scheduled classes
- understands that there may be additional rehearsals, performances, or activities that may be required
- acknowledges responsibility to be a role model and a positive example both inside and outside the school
- agrees to follow dress code
- maintains an assistant journal
- acquires parent or guardian approval for both program participation and the time commitment required
- must maintain academic grades at a level required by parent or guardian
- submit application signed by both student and parent/guardian
- Assist Teachers
- Changing shoes
- Moving from classroom to another
- Accompany students to the waiting area at the beginning and conclusion of class
- May be managing music for the class
- May be asked to assist students who need extra help with choreography and steps
- Encouraging attitude during class

Dress Code

- When assisting in classes, students must wear black leotards, pink tights pink ballet shoes (ballet) or black leotard, jazz pants or pink tights and a skirt and appropriate shoes (other disciplines). You will be supplied with a staff t-shirt and that may be worn or any other Dance Theatre South attire. Hair must be worn in a bun or ponytail. Please help us to continue the high standard we hold at the studio by being dressed appropriately and encouraging others to do the same.
- **Please do not wear street clothes, etc. Faculty and dancers all have a dress code that must be adhered to.*
- Classroom Responsibilities
- Assistants are responsible for helping the teacher get all the young students into the class and sitting on a number (or dot) as they come in and help tie shoes. Please help maintain order in the classroom, as instructors are often speaking with a parent, etc.
- An important part of the assistant's job is to keep the focus of the class on the teacher. Assistants are to remember their job is to assist – at no point should they distract from the lesson presented or take focus away from the teacher. Please do not pick students up! No horsing around.
- When the class is standing facing the mirror, assistants should stand up in front, facing the same way the teacher is facing. Assistants should finish each exercise with the students so that the teacher may concentrate on giving corrections when needed. Please speak individually with the teacher as she may have specific duties for you.
- During exercises that travel across the floor, assistants should go to the opposite side of the room from the teacher. Assistants should make sure students are lined up, quiet and ready when it is their turn to go.
- Walk among the students as your teacher leads the class and when going across the floor making corrections, assisting a struggling dancer, or correcting students who are misbehaving or not following instructions.
- During creative/free movement exercises, assistants should always do the exercise with the students unless asked to do otherwise by the teacher.

When class is over, assistants must help the teacher make sure that each child gets to their parents. If asked, assistants should take students to the office whose parents are late picking them up.

If for any reason the teacher is interrupted or has to leave the room during the class, assistants should keep the class going by either repeating the current exercise or coming up with another appropriate activity.

Assistants should handle the children quietly and gently. Do not allow students to sit in your lap! This just creates issues. Help students to remember to listen and pay attention to the teacher. Assistants should remember it is the teacher's job to give corrections!

Please do not use a forceful tone when speaking with the students. We realize a class may be rowdy and you may have to raise your voice if a teacher has to step out of the room. But on a normal day to day basis, please use a sweet tone with the children. We want them to want to come to class!

Assistants should always come to class with a positive attitude and a smile on their face. They must stand up straight and look interested – never leaning on the barres or looking bored! The demeanor of the assistant, whether good or bad, can easily rub off on the students in the class.

Assistants should speak to the teacher individually to see if they have any specific requirements or duties they wish for them to perform.

- Awareness of safety within the classroom, including but not limited to: spilled drinks, untied shoelaces, wandering students, children hanging from ballet barres, chewing gum, etc.
- Gather and line up students in the lobby or 5 minutes prior to start time
- Take attendance
- Dance FULL OUT at all times
- Assist teacher when going across floor or changing lines
- Accompany children to the restroom *toddlers can be taken to parents
- Distribute notices or literature to students at end of class
- Observe children are getting along- help KEEP THE PEACE and discipline
- Set up and remove props during class or teaching tools
- Help students struggling with movement
- Write down choreography in journal
- Anticipate teacher's needs

Expectations

- Professional at all times
- Show respect for the art of dance, the school, and it's students
- Sets a positive example by refraining from use of foul language, demonstrating negative behavior
- making disparaging comments concerning anyone associated with the school
- Communication with students and or parents via phone calls, email, text or social networking sites
- for personal reasons is prohibited without the permission from the director.
- Communication with students and or parent/guardian will made by the staff.
- No cell phones during class

All info pertaining to students and their parents, whether financial, personal or confidential, is NEVER discussed with anyone other than staff.

Absences

Assistants who need to miss a class for any reason is responsible for informing the teacher.

The assistant should make every effort to find a substitute for that class.

Please consult the teacher first to see if she has a preference as to which substitute assistant is used. (In the spring, it is important to make sure the substitute knows the dance the class is performing).

Performance and Appraisal

Assistants understand that participating in the Teaching Assistant and Mentor Program is a responsibility and therefore should be treated as such. If at any time the teacher feels the assistant is not meeting expectations, the teacher will request a Performance Appraisal/Meeting with the student and the director.

If it is determined that the assistant is not fulfilling her responsibility to her class, she may be removed from the Teaching Assistant Program.

Compensation:

You will receive \$4 an hour in "dance dollars" to be placed on your account. If you cannot be there for class, you will not receive any compensation. Your costumes for recital will be purchased through the studio and therefore become property of the studio if your class requires an assistant onstage. Please return them after the recital.

- You will also have assistant profiles on the website, etc.
- Listed in the recital program
- You are introduced to your class by you teacher as assistant teacher
- Will receive studio shirt(s)
- Assistant Teacher Checklist (you will be evaluated periodically)
- Arrive at least 15 minutes prior to the start of class and be prepared.
- Wear appropriate dance attire for all subjects and hair pulled back. NO STREET CLOTHES.
- Arrives with a pleasant attitude and shows enthusiasm in the classroom.
- Does not bring personal issues or distractions into the school while working with younger dances.
- Helps gather and line up students before class to ensure that the classes start on time. Each class will
- have assigned seating.

- Demonstrates work full out and never appears lazy.
- Shows confidence when demonstrating.
- Helps students stay in lines and circles, or keeps students organized when working across the floor.
- Handles challenging students appropriately without losing her cool.
- Understands that younger students look up to him or her as a role model and therefore sets a positive
- example both inside and outside of the school.
- Treats all students with respect; helps to build self-esteem and never degrades any student.
- Is eager to learn various teaching techniques and accepts suggestions or criticisms appropriately.
- Helps size and fit shoes!