

Application for Teacher Assistant 2019-2020

Instructions

Complete the information on this Cover Sheet and submit a copy of the attached Confidential Teacher Recommendation as well as a one-page, typed statement indicating why you wish to be Teacher Assistant in the Student Leadership course and what qualifications support your placement as a TA. Be sure to give your teacher an envelope and inform him/her that you will pick it up on or before **Wednesday, March 27, 2019** in order to return to student services by the deadline of **Friday, March 29, 2019**. Because of the limited number of slots available in the Teacher Assistant program, selections will be based on **merit**. Students will be placed at the committee's discretion; that placement will reflect the total needs of the school. Thus, when you prioritize your areas of interest (e.g. classroom--instruction), you may request a recommendation from the teacher that you'd like to work with; however, **that recommendation does not guarantee acceptance to the program or placement with that teacher**. If accepted, you are obligated to serve the school where the committee places you; if you are unwilling to honor that obligation, you need not apply. Failure to comply with committee decisions will result in automatic removal from the program.

Student Information

Student Name _____ Student ID # _____

Semester Requested: _____ Fall _____ Spring _____ Both Fall and Spring

Class(es) to be dropped in order to have Teacher Assistant added to your schedule: _____

I am requesting committee review for placement in the Teacher Assistant program and understand that the purpose of the program is to provide assistance to Middle Creek High School. If accepted, I agree to attend faithfully, to comply with requests, to complete work in a cheerful and timely manner, and to adhere to committee placement or forfeit my position as a Teacher Assistant. I understand that only select **12th graders** will be able to participate and that the committee's decisions are final. I am requesting that the committee consider the following placement priorities (rank 1 for first choice through 4 for last choice):

_____ Administrative/Clerical Offices

_____ Student Services

_____ Media Center

_____ Classroom (helping with instruction)

*Please list areas of academic strength/preferred teacher: _____

*Please list any additional languages you are fluent in: _____

Student Signature _____ Date _____

Parental Consent

As the parent of the student named above, I give my consent for him/her to request review for placement in the Teacher Assistant program for the upcoming school semester. I realize that being a Teacher Assistant is a privilege and that, if accepted into the program, my child's grade depends on his/her character, work ethic and integrity. I also understand that successful completion of this packet does not guarantee placement in the program and that the committee will place my son/daughter where the greatest need exists.

Parent Name (please print) _____

Parent Signature _____ Date _____

Timeline for Application

- February 25: Applications available in student services. Give selected teacher recommendation form along with envelope for them to return to you sealed with completed recommendation. Make arrangements to pick it up on or before March 27 in order to have returned by deadline.
- March 29: Deadline to return application, recommendation, and essay. All items should be returned to student services. They will then be processed by administration to screen for discipline issues prior to placement.

Confidential Teacher Recommendation for Teacher Assistant

Student Name _____

Please consider the applicant carefully and consider whether he or she would be successful in fulfilling Teacher Assistant responsibilities. Please rank the student in each category. A rank of 5 means the student ALWAYS demonstrates a high level of competency in this category; a rank of 1 means the student never demonstrates this competency in this quality; N/O means you did not have an occasion to observe this quality. Additional comments are appreciated and can be continued on the reverse side of this page. Upon completion, place in the envelope provided by the student and sign across the seal. The student will return to retrieve the envelope from you by Wednesday, March, 27, 2019.

Category	Ranking						Comments
On time to class	1	2	3	4	5	n/o	
Meets Deadlines	1	2	3	4	5	n/o	
Completes Assignments	1	2	3	4	5	n/o	
Trustworthy	1	2	3	4	5	n/o	
Works Well with Others	1	2	3	4	5	n/o	
Participates in Class	1	2	3	4	5	n/o	
Makes Positive Contributions to Class	1	2	3	4	5	n/o	
Maturity	1	2	3	4	5	n/o	
Writing Skills	1	2	3	4	5	n/o	
Research Skills	1	2	3	4	5	n/o	
Leadership Skills	1	2	3	4	5	n/o	
Work Ethic	1	2	3	4	5	n/o	
Open-Mindedness	1	2	3	4	5	n/o	
Motivation	1	2	3	4	5	n/o	
Attitude	1	2	3	4	5	n/o	

Additional Comments:

Teacher Name _____

Specific Relationship to Applicant (Course Teacher, Coach, etc.) _____

Signature of Teacher _____ Date _____