Office Aid Request

 **SEMESTER\_\_\_\_\_ PERIOD\_\_\_\_\_**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Please Print)

**This is a Pass/Fail grade and student will receive a 0.5 credit per semester**

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Location:** Attendance Office \_\_\_\_\_ Counseling Center\_\_\_\_ Main Office \_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Assistant (TA) Request

 **SEMESTER\_\_\_\_\_ PERIOD\_\_\_\_\_**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Please Print)

**This is a Pass, Fail grade and student will receive a 0.5 credit per semester**

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_**

Peer Tutor Request

 **SEMESTER\_\_\_\_\_ PERIOD\_\_\_\_\_**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Please Print)

**This is a Pass, Fail grade and student will receive a 0.5 credit per semester**

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_**

Office Assistant Guidelines

Office assistants represent Cedarcrest High School and in many instances, they are the first person a student, parent, staff, or community person speaks with. Public relations is the FIRST priority of any office worker. The role of the office worder is to provide help and give answers to other’s questions and to find solutions in a pleasant, police manner, regardless of the situation. The opportunity for students to perform as an office assistant can provide valuable leadership and organizational experience. Good attendance, confidentiality, dependability, and good judgement and required of an office assistant. The following is a list of rules to be followed by Cedarcrest office assistants. Office assistants are available for tasks that will allow them to develop some of the qualities listed above.

1. Office assistants may hear information or see something in the office, which is confidential; such items must be help in strict confidence and shared with no one. If student does not abide by this guideline, student will automatically be removed as an Office Assistant and given a grade of F on his/her transcript.
2. Office assistants are to report any disciplinary problems to their supervising staff member or an administrator before further problems develop.
3. Office assistants are to follow the same attendance and tary policies that all students follow.
4. Office assistants are accountable for the entire assigned time in the office. When tasks are done, student may not leave.
5. Office assistance may use the office equipment after they have received proper training.
6. Office assistance may be required to enter a classroom during the instructional day and must do so in a non-disruptive manner. All messages must be handed to the teacher, NOT the student.
7. Office assistants are to present themselves to the public in a positive manner. When greeting the public make sure to do so with a positive voice and a smile on your face.
8. Office assistance are expected to stay busy. Please have a book or homework with you so you will have something to do if there is down time.
9. Office assistants should NOT sit on the counter, put their feet on the counter, or chew gum.
10. If you have any questions, please feel free to ask. If you are on the phone, please be sure to put the caller on hold before asking your question.

Rules for Teaching Assistants (TA)

Student teaching assistants can be a tremendous help to a teacher and other students if they are properly supervised and their efforts are well structured. The opportunity for students to perform as a TA can provide valuable leadership and organizational experience. Furthermore dependability, judgement, initiative, and communication skills can be developed if the structure and planning of a TA’s duties are appropriately planned by the supervising teacher. The following is a list of rules to be followed by Tas and teachers.

1. TAs are to be used for tasks that will allow them to develop some of the qualities listed above.
2. TAs are to be used to help students or a teacher with organizational or routine tasks that will provide the maximum instructional time to class activities.
3. TAs are NOT to take roll, enter grades or correct assignments/tests, or do any task that would allow them to look into a teacher’s grade or attendance book.
4. TAs are to follow the same attendance and tardy polities that the rest of the students in the class have to follow.
5. Teachers are to structure requirements for Tas that hold the TQA accountable for the time assigned in that class.