

12th Grade STUDENT AIDE APPLICATION WHS 2021-2022

Student Name

Assignment Requested
(teacher name or office)

Period

COUNSELOR RECOMMENDATION

Aide Type:

- Clerical/Media
- Yearbook
- Classroom
- Ag Classroom
- PE

Academic status:

- On track for A-G/CTE Completion
- No F's on transcript

Signature

COURSE DESCRIPTION

This is an academic position, one of trust, responsibility, confidentiality and privilege. Student aides must conduct themselves in a business-like manner.

GENERAL INFORMATION:

- Students will use last names when addressing staff members (Mrs. Smith, Mr. Kitchen)
- Students will not interrupt or interject their own opinions into staff conversations
- Students will not visit with others in classrooms and/or office areas while working on assignments
- When entering a classroom during instructional time for any reason, students are to only communicate with the teacher
- Students may overhear confidential information while performing aide duties, including addresses, phone numbers or other personal information such as home situations, health conditions, etc. Discussion of any information seen, heard or learned will result in a "NC" grade and removal from position
- If you are unable to complete a task during the allotted time, update your staff supervisor prior to leaving the classroom/office
- Never leave your assigned locations without permission from your staff supervisor
- Bring a book or other assignments to work on during slow times
- Cell phone use is unacceptable
- Student aides will have a final at the end of each semester and are required to be present on finals days

GRADING WILL BE BASED ON:

- Attendance
- Cooperation
- Ability to follow instructions
- Dependability
- Professional conduct
- Ability to work well with others

NO CREDIT (NC) WILL BE GIVEN FOR:

- Breach of confidentiality
- Inappropriate, rude or disruptive behavior
- Failure to fulfill duties assigned
- Uncooperativeness
- Taking items from classrooms or offices without permission
- Poor attendance or repeated tardiness

ALL STUDENTS WILL LEARN TO:

- Communicate effectively and professionally (oral and written)
- Relay messages and run errands on behalf of teachers, counselors or clerical staff
- Display character traits such as trust, respect and responsibility
- Interpret information and make informed decisions
- Provide customer service and assist others
- Perform other duties as needed

IN ADDITION, AIDES IN EACH DEPARTMENT WILL LEARN:

Clerical/Media

- File and maintain student records
- Answer phone calls
- Use office machines such as copiers, scanners, etc.
- Help maintain textbook inventory
- Schedule library reservations
- Fill supply orders for teachers/staff
- Deliver shipments as needed

Physical Education

- Assist with equipment needs- Set-up/Tear down
- Organization of weight room
- Organization of Locker rooms
- Help facilitate activities

Classroom

- Assist in material distribution and collection
- Update calendars
- Create instructional signs or decor
- Assist struggling students with tutoring
- Grade assignments, quizzes or tests

Ag Classroom

- Help broaden other students' perspective on the ag industry
- Tutor and assist with ag related projects and course subjects
- Assist with projects on the school farm
- Gain confidence and become a good role model to other ag students

Yearbook

- Work independently on the production of the yearbook, including photography, graphic design and marketing
- Take photos, upload to computer or website, select photos for pages
- Design yearbook pages
- Communicate with other staff to make sure yearbook is completed on time
- Distribute yearbooks in spring

I have read and understand the above expectations of being a student aide and agree to follow them.

Student Signature

Date

Parent Signature

Date

Principal Approval

Date