

Teacher Assistant

Training Program

‘22-’23

Important Contact Information

Team App

Fancy Feet TAS

\*Must have passed certification for entry\*

Director

Alexis Boseman

abfancyfeetdance@yahoo.com

Studio Information

(916) 451-4900

712 57th St, Sacramento, CA 95819

Hello Future Teachers!

We are so excited that you are interested in becoming a teacher’s assistant here at Fancy Feet Dance Academy. This is a big responsibility, but it is definitely a rewarding experience! You can put this as an experience on your resume and learn many tools that will help you in your teaching journey. Before we get started, we do need to go over some basics to make sure this program is right for you! This is a commitment, and we want to make sure you’re ready.

**What will I gain from this program?**

Teacher assistants will learn how to properly assist teachers in class as well as learn about all the work that comes with teaching. A part of the certification process will also include a CPR/First Aid course. Assistants will work on how to help keep students calm and attentive in class, how to keep a class flowing, how to assist at recitals, and some training for the future if they choose to become a dance teacher! Assistants will also receive a discount on boutique apparel and studio master classes.

**How much of a commitment will this be?**

After the assistants pass their initial First Aid and studio certification course, teacher assistants will be assigned one class per week to assist. This will be their class they help for the entire year including at recital. If assistants have to miss a class then they will learn about the responsibility of letting their mentor know and finding a sub (another teacher assistant). We will also have a monthly assistant meeting to check in with the assistants as well as go over materials that can help them to better assist their teacher.

**Do I need to attend every assistant meeting?**

Yes! This is where we check in and really talk with the assistants. If you cannot make it to a meeting, they will have to let their mentor know and schedule a private meeting to go over what they have missed.

**Do I have a dress code?**

Yes! Students get a teacher assistant shirt that they wear only for when they are assisting a class. They must wear black pants, proper shoes for the class, and a smile on their face.

**\*NEW\*** **Year 2 Assistants**

We have had seven wonderful TAs this last year. As students progress through the program, they will be given new TA opportunities such as helping with camps, other events, and training new TAs.

**Example Schedule For The Year**

**July 15th 4pm-7pm:** TA Certification Workshop. CPR certification must be completed with a 75% or higher prior to the start of the workshop.

**August 27th 3pm**: Introduction to Assisting Powerpoint Review, Introductions with each other, Assignments for Class, Journal Handouts (Each keeps a journal to write about progress, choreography notes, notes for teaching in general)

**September 24th 3pm:** Safety In The Classroom Lecture, How Well Do You Know The Staff Game, Class Level Curriculum Overview

**October 29th 3pm:** Holiday Song Dances (Halloween, Thanksgiving, Christmas, Etc.)

**November 26th 3pm:** Recital Tasks

**December 3rd 3pm:** Studio Updates Overview: New Studio Policies, Recital in The Theatre, and More!

**January 28th 3pm:** “Spread The Love” Dance Weekend Responsibilities

**February 25th 3pm:** Midyear Evaluation Meeting

**March 25th 3pm:** Prepping For The Future!: Resume Building, Interviews, and More!

**April 29th 3pm:** Studio Anniversary Responsibilities

**May 27th 3pm:** Recital Overview and Tasks

**June 24th 3pm:** Final Recital Overview and Certification Of Year 1 Completion



**Teacher Assistant Application**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On the following pages, you will be asked to write about why you want to become a teacher assistant and why you think you are a good fit for the job. You also have an option to also attach a recommendation from a trusted mentor to your application as well. This recommendation could be from a teacher, Fancy Feet staff member, or even a parent.

What Classes are you currently taking?

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What would you bring to the Teacher Assistant Program?

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Are you currently involved in any other after school activities that would conflict with your Assistant Teaching class? When do they take place?

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Why do you want to be an Assistant Teacher?

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What Age Group do you feel the most confident in assisting with?

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Teacher Assistant Contract

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am signing this document to state that I have read through this entire packet and understand all the responsibilities that come with being a teacher assistant. I will be present for my classes, and will work with my mentor in the event that I cannot make it. I understand and will follow the rules and expectations given to me. I will dress properly each week and work on any tasks given to me by my mentor.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_