

Teaching Assistant Guidelines

1. Please come to class on time. Don't be late, leave early, or be absent without any excuse.
2. Please wear appropriate clothing. Please don't listen to i-pod or do homework during class. You should pay attention to the kids and teacher in the classroom.
3. If you cannot make it to the class, please let the teacher and the department director know; so a substitute can be arranged. It is not recommended to arrange a substitute by yourself, if you have a recommended substitute, please give the name to the department director, so proper arrangement and notifications can be made.
4. Assistants cannot be absent more than three times in the school year. If so, the school reserves the right to dismiss the assistant. Assistants who attend the SAT class will be waived.
5. **Responsibilities of language class assistants:**
 - *Collect homework
 - *Take students to bathroom and ensure their safety
 - *Keep the class in order
 - *Fulfill teacher's requests
 - *Put the desks back the way they were found
6. **Responsibilities of extracurricular class assistants:**
 - *Keep the class in order
 - *Fulfill teachers' requests
 - *Put the desks back the way they were found
 - *Take students (kindergartners) to bathroom and ensure their safety
7. **Responsibilities of copy room assistants:**
 - *Know how to use all of the equipment in the copy room
 - *Print, collate, and deliver copies to the classrooms
 - *Fulfill the requests from the directors of School Affairs
 - *Keep the copy room clean
8. **Responsibilities of library assistants:**
 - *Check in and check out books (items)
 - *Shelve and tidy books
 - *Fulfill librarian's requests
 - *Keep the library clean
9. Assistants should learn to be more independent. If you (an assistant) have any questions or problems, please contact your teacher or the director of your department yourself. Don't ask your parents to do it for you.
10. Please keep a good mood in school and keep smiling.

助教助理須知

1. 需準時到校:不遲到、早退或無故缺席。
2. 需注意服裝儀容。
3. 若需請假，需親自事前向您的老師和主任請假，以便學校安排其他助教代班，不得自行安排或由家長代替。
4. 助教請假每學期不得超過三次，若是超過，學校有權不予續聘。若因上進修班而無法任教則不在此限。
5. 語文課助教職責：
 - *幫忙收作業
 - *帶小朋友上洗手間，並注意其安全
 - *幫忙維持秩序
 - *配合老師上課所需事項
 - *將課桌椅恢復原位
6. 課外活動助教職責：
 - *幫忙維持秩序
 - *配合老師上課所需事項
 - *將課桌椅恢復原位
 - *帶小朋友(幼稚園)上洗手間，並注意其安全
7. 總務室助教職責：
 - *總務室各器材之使用與安裝
 - *影印、裝訂與分發
 - *總務主任交代之工作
 - *維護總務室之整潔
8. 圖書館助教職責：
 - *圖書館借、還書
 - *圖書館書籍整理、上架
 - *圖書館主任交代之工作
 - *維護圖書館之整潔
9. 為訓練助教的獨立自主性，若有任何問題須自行與老師或主任溝通，不需父母出面。
10. 請帶著愉快的心情來做事，並常保笑容。