

## WEST SEATTLE HS TEACHER ASSISTANT (TA)

Students have the opportunity to work with staff by being a teacher's assistant (office assistant) (TA). Staff will be limited to one (1) TA per period (office staff may have two (2)). A student initiates the process by asking a teacher/office worker if an opportunity to become a TA is available. The student must obtain a TA Agreement Form from their counselor. Student, teacher/office staff, and counselor must sign the form no later than the first five (5) days of the semester. The eligibility information, grade/credit, and procedures for register to be a TA are as follows:

- **ONLY 11<sup>th</sup> and 12<sup>th</sup>** grade students on track to graduate. *NO EXCEPTIONS*
- A student may earn a maximum of 2.0 credits of TA in four (4) years
- A student may be a TA only once per semester
- Credit is given at the Seattle School District approved: .5/semester (.25/quarter) for general classroom TA, and 1.0/semester (.5/quarter) for Office Assistants
- A grade of Pass (P) or No Pass (N) will be earned
- Prior arrangement with teacher/office worker is encouraged
- Student must have space in their schedule prior to have TA form signed
- The TA registration form should be turned into the student's counselor
- The teacher and student should review expectations of the position. A student can be required to withdraw from the position if he/she breaches the expectations
- The student should use an ID card or nametag during the TA period if he/she moves about the building

|  |                        |              |
|--|------------------------|--------------|
| <b>TA AGREEMENT FORM</b>   |                        | Date: _____  |
| ID# _____  | Name: _____            | Grade: _____ |
| I _____ agree to supervise the above-mentioned student   |                        |              |
| Teacher/Office Staff Name  |                        |              |
| as a Teaching Assistant (TA)/Office Assistant (TA) (circle period/semester) for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> period, 1 <sup>st</sup> , 2 <sup>nd</sup> semester, _____ year |                        |              |
| **Student currently has space for this TA position in his/her schedule!  |                        |              |
| _____  | _____                  |              |
| Student Signature  | Staff Person Signature |              |
| _____  |                        |              |
| Counselor Signature  |                        |              |

