



Taipei American School

SUMMER ACADEMY APPLICATION

TAS Teaching Assistant Program

Priority is given to students who will be entering their senior year and alumni applicants. Students who are involved in the Teaching Assistant (TA) Program will receive a letter of recommendation at the culmination of their TA work.

Please note the 2022 Summer Academy Program runs from June 6 – July 1, 2022. Classes run each weekday from 7:45-12:30 (MS/LS) or 7:45-1:30 (US). If your child is going to sign up for this program, please make sure that your child can attend this required period.

Tuition for this program: No Fee

To enroll in the Summer Academy Program as a Teaching Assistant, you need to do the following:

- Read carefully and sign this Application Form. For alumni applicants, no parent permission is required.
- Obtain the signature approval from Summer Academy Director, Dr. Daniel Long and submit to his office or via email at longd@tas.edu.tw.

To process this application, we require the following information:

Student's Name _____ (as it appears on passport)

Student ID _____ (8 digits, graduate year included)

E-mail Address: _____ @ _____

Contact Cellphone: _____ College Counselor: _____

Current Grade: _____ Sex: F M

The **summer course or grade level** in which you would like to serve as a Teaching Assistant. See <https://www.tas.edu.tw/summer-academy> for an updated list of course offerings:

Please indicate how you heard about the TA Program offered at Taipei American School during the 2022 summer session.

from the instructor from another student an advertisement

Family information (please complete all of them):

Father's Name: _____ Cell Phone: _____

Mother's Name: _____ Cell Phone: _____

Home address (local): _____

Home Phone: _____

Parent's E-mail: _____

Emergency Contact Person: _____

Relationship to Student: _____

Emergency Contact Phone: _____ Cell Phone: _____

Medical Issues:

Allergies: _____

Routine Medication(s): _____

Indicating the name of each drug, dose, and time to be given:

Other _____

I fully understand my child's responsibility and will assist to supervise his/her working attitude and behavior during the internship period.

Parent's signature: _____ Date: _____

Student's signature: _____ Date: _____

Taipei American School Summer Academy Teaching Assistant Handbook

(Please read the following and sign at the end to indicate that you have read the manual, understand it and agree to work following the conditions set out below. You must send a signed copy of this to the program director as soon as possible after receiving this to be considered for the position. You must also be interviewed prior to being offered the position. This interview may be in person or by phone.)

Teaching Assistants (TAs) are employed by TAS to work in the Summer Academy program, an obligation which cannot be fulfilled otherwise at any other location unless specified by the director. The Teaching Assistants are hired to assist the teachers with whom they are paired, and to gain experience working with children. The Teaching Assistants should enjoy ample opportunity to come directly into contact with individual students. Teaching Assistants will be treated in a professional manner and are expected to present themselves accordingly.

Although Teaching Assistants are invaluable to the running of Summer Academy, they are not given any monetary compensation for their service; this is an opportunity to help in an educational setting and explore possible future career choices. There have been several Teaching Assistants who have pursued careers in education, and some have even ended up teaching here at TAS. At the culmination of Summer Academy, the Teaching Assistant will be provided with a reference letter indicating the scope and quality of service.

Teaching Assistants will be chosen from TAS alumni and current TAS US students. Requests will be considered from January. All housing and transport costs associated with serving as a Teaching Assistant are the responsibility of the assistant. Teaching Assistants must also have their own health insurance. TAS does not provide health insurance for Teaching Assistant contracts.

Supervision of Teaching Assistants

The direct supervisor of the Teaching Assistants is the Director of the Summer Academy program. The classroom teacher(s) also are expected to assist with this supervision.

Duties and responsibilities

Teaching Assistants are to remember that they have been hired to a professional setting and are expected to act as professionals. This is a basic expectation not only of Teaching Assistants, but of anyone working at Taipei American School. This includes knowing and fulfilling all duties and responsibilities. Teaching Assistants, at all times, should behave with decorum, knowing that student safety, supervision and needs come first. When supervising students, they must not cluster in groups of Teaching Assistants, but rather be totally focused on the students they are supervising. They should always be punctual or early as such is the culture of TAS. Should there be a reason for tardiness or not being able to attend school, the Teaching Assistant must make every effort to contact the Summer Academy Director or the Admissions Officer to offer an explanation prior to the absence.

Primary responsibility

The primary responsibility of a Teaching Assistant is to assist the teacher to whom he or she is assigned. The Teaching Assistant is expected to work directly with students. This may be on a one-to-one basis or with small groups or (along with the teacher) with the whole class. The Teaching Assistant will support the primary instruction given by the classroom teacher and will work with students to give extra help and support as needed. The Teaching Assistant will assist the teacher in other ways that support instruction

(such as making copies, preparing materials, etc.)

Other responsibilities

• Calendar Expectations

Teaching Assistants are expected to be on island by the day before the teacher's work/prep-day prior to the beginning of Summer Academy. They are expected to stay through the entire 4 weeks of the program (unless they have specifically committed to one session only) and may leave on the Saturday immediately after the last Friday of the program. For the 2022 Summer Academy session, this means that arrival at TAS should be no later than June 6 with the teacher's work/prep-day being June 5 at noon. Summer Academy begins on June 6 and ends on July 1, meaning that Teaching Assistants may leave on the late afternoon of July 1.

• Morning/Afternoon Supervision

The Teaching Assistants are to arrive at 7:45am to begin supervision of early arrivals. A rotating schedule will be established for various area duties. The Teaching Assistant must be in close proximity to the children, within eye-sight and hearing range, and certainly in the same area of the playground as the children. Teaching Assistants are expected to stay until 12:30 (LS/MS) or 1:30 (US). Sometimes, they will need to stay later for preparation work.

• Attendance

The completed attendance sheet shall be delivered/e-mailed to the Summer Academy secretary in a timely manner each morning.

• Recess Supervision/Gate-sitting

The Teaching Assistant will accompany his/her class to the playground and supervise the children on the playground, and the Teaching Assistant in charge of watching the gate will open the gate at the beginning of the Upper School recess and remain there until she/he closes the gate at the end of recess.

• Afternoon Pick-up Supervision

The students must be picked-up by someone they know. The Teaching Assistant's responsibility is to deliver the child to this person and account for his/her safety.

• Other tasks

Teaching Assistants will perform such tasks as requested by the classroom teacher or director to ensure the smooth running of the class and the Summer Academy Program.

Dress Code

- Modesty is the key.
- Navels and midriffs completely covered.
- Decent trousers or shorts which do not reveal undergarments are to be worn.

Supervision Guidelines

- All injuries (anything from minor scrapes and falls to a major fracture or car accident) must be reported to the nurse, and the Summer Academy Director. While supervising, one must be with the children at all times, within visual and hearing range.

Placement priorities

- A teacher of a multi-level classroom will be the first to be assigned a Teaching Assistant.
- Depending on the number of sections in a given grade level, a Teaching Assistant may be assigned to a grade level and not to a specific teacher.
- The next priority will be the teacher with the large class size.
- In all cases, placement will be determined by the Summer Academy Director

Printed Name _____

Signature _____