

Taipei American School Summer Academy

Student Teaching Assistant Program Guidelines

(Please read the following and sign at the end to indicate that you have read these guidelines, understand them and agree to work following the conditions set out below. You must upload a signed copy of this document to the TAS Summer Academy Student Teaching Assistant Application Form to be considered for a position. You will also be interviewed prior to being offered a position. Interview details will follow at a later date.)

Student Teaching Assistant Program Details

- The 2026 TAS Summer Academy Program will run from **June 8 – July 3, 2026 (no classes on June 19)**, with class schedules as follows:
 - Lower and Middle School summer classes: 8:00 am to 12:00 pm
 - Upper School credit summer classes:
 - June 8 – June 18: 8:00 am to 1:30 pm
 - June 22 – July 3: 8:00 am to 1:00 pm
- The **time commitment required from Student Teaching Assistants** is as follows:
 - General Student Teaching Assistant Meeting prior to the first day of TAS Summer Academy (**Sunday, June 7, 2026**)
 - All weekdays during the Summer Academy Program:
 - **Lower and Middle School summer classes: 7:45 am to 12:30 pm**
 - **Upper School summer classes:**
 - **June 8 – June 18: 7:45 am to 2:00 pm**
 - **June 22 – July 3: 7:45 am to 1:30 pm**
 - Additional time as required by TAS Summer Academy teachers
- Application Procedure:
 - Complete the Student Teaching Assistant Application Form (online)
 - Complete a brief interview with the TAS Summer Academy Director
 - Applications for Student Teaching Assistant positions will be considered from February.
- Priority will be given to students entering their senior year and alumni applicants.
- Upon conclusion of the assignment, the TAS Summer Academy teachers will provide feedback on the performance of the Student Teaching Assistants which may be used in letters of recommendation from the TAS College Counseling Office.

- There is no cost to participate in this program and Student Teaching Assistants will not receive compensation for their services.

Supervision of Student Teaching Assistants

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

Duties and Responsibilities

Student Teaching Assistants are to remember that they have been selected to assist in a professional setting and are expected to act as professionals. This is a basic expectation not only of Student Teaching Assistants, but of anyone working at Taipei American School. This includes knowing and fulfilling all duties and responsibilities required of Student Teaching Assistants. Student 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 Student 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 Student Teaching Assistant must make every effort to contact the TAS Summer Academy Director or the TAS Summer Academy Office to offer an explanation prior to the absence.

Primary Responsibility

The primary responsibility of a Student Teaching Assistant is to assist the teacher to whom the assistant is assigned. The Student 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 Student 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 Student Teaching Assistant will assist the teacher in other ways that support instruction (such as making copies, preparing materials, etc.)

Other Responsibilities

Calendar Expectations

Student Teaching Assistants are expected to be able to participate beginning the day *before* TAS Summer Academy commences, in order to help teachers prepare for the start of summer sessions. 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.

The 2026 TAS Summer Academy Program runs from June 8 – July 3, 2026 (*no classes will be held on June 19 -Dragon Boat Festival*). This means Student Teaching Assistants must be available to assist beginning on Sunday, June 7, 2026.

Morning/Afternoon Supervision

The Student 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 Student 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 pm (LS/MS) or 1:30 / 2:00 pm (US). The daily schedule may be altered by the summer teachers, and Student Teaching Assistants may also be asked to stay later depending on the needs of teachers.

Attendance

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

Recess Supervision

For LS and MS summer classes, the Student Teaching Assistant will accompany the class to the playground, gymnasium or other places designated as recess areas, and supervise the children at the recess locations.

Afternoon Pick-up Supervision

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

Other Tasks

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

Dress Code

- Modesty is the key.
- Navels and midriffs are to be 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, the TAS Summer Academy Office and the TAS 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 Student Teaching Assistant.
- Depending on the number of sections in a given grade level, a Student 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 TAS Summer Academy Director

I fully understand the guidelines responsibilities required by the TAS Summer Academy Student Teaching Assistant Program and agree to abide by them.

Student's Signature:

Date:

I fully understand my child's responsibilities required by the TAS Summer Academy Student Teaching Assistant Program and will assist to supervise my child's working attitude and behavior during the program.

Parent's Signature:

Date:
