San José Unified School District

STUDENT TEACHING ASSISTANT (TA) GUIDELINES

Student teaching assistant positions can benefit both students and teachers. They offer support in the classroom while helping high school students develop real-world skills, such as responsibility, communication, and time management, that will benefit them after graduation. This role may be especially helpful for seniors on track to graduate, who are required by Education Code 46145 to enroll in at least five courses each semester of twelfth grade. Serving as a TA is not a requirement for receiving a letter of recommendation from a teacher.

A course with formal educational content, as defined by Education Code 51228.1, involves students completing curricular assignments. Please note the TA course does not meet that definition, so parental consent is required for enrollment.

The following guidelines aim to clarify the expectations and responsibilities of students and teachers in the TA role.

General Expectations:

- Show respect to the teacher and obey their instructions and classroom rules.
- Keep any observations the TA makes in this position confidential.
- Be punctual, dependable, and maintain a positive, respectful attitude.

Specific Responsibilities and Guidelines:

- Assist with distributing materials, cleaning the classroom, and organizing supplies.
- Follow the teacher's guidance to provide peer tutoring or support.
- Follow all school safety procedures and ensure a safe learning environment for all students.

Student TAs do not grade work, access grading platforms, or enter grades; they never have access to confidential information.

TA positions are open to students whose schedules permit taking on additional responsibilities without hindering their progress toward graduation. Students should focus on their academic requirements to remain on schedule for graduation. Therefore, only 12th-grade students with a GPA of 2.0 or higher and who are on track for graduation are eligible. Students earn 5 non-A-G credits for each semester and receive +/- (pass/fail).

I understand that I am expected to arrive on time for my TA assignment and support the teacher in fostering a respectful learning environment. I also understand that I cannot leave campus during the TA period, grade student work, enter grades, or access grading platforms or confidential information.

Student Name: _____

Student Signature and Date: _____

Parent Signature if Student is not 18 Years or Older: _____

I understand that the TA is expected to positively influence my classroom environment, and I am responsible for preparing suitable activities for the TA, who will earn 5 elective credits (Pass/Fail). I will not ask the TA to leave campus for any reason, grade papers, enter grades, access grading platforms, or access confidential information. I will also make sure that any confidential conversations do not happen near the TA.

Teacher Name: _____

Teacher Signature and Date: _____