Administrative Assistant CTE (TA)

A straightforward guide for students and families | 2026-27

Course instructor	Wendy Beldin, CTE Teacher of Record
Supervising teacher	_____
Period	_____

Every day begins in the library. Sign in there for attendance, then report to your supervising teacher's classroom. You do not remain in the library unless you are directed to work there.

What is this class?

This is a hands-on CTE course, not a study hall. Students support an assigned teacher while practicing the everyday skills of an administrative assistant: communication, organization, accuracy, technology, time management, and good judgment. Tasks will vary because each classroom has different needs.

What might I be asked to do?

Typical work may include organizing materials, preparing copies, formatting a document, creating a checklist or sign, updating a spreadsheet, helping prepare for an activity, or completing another teacher-approved classroom task. Students should expect meaningful work, clear directions, and feedback.

What is not part of the job?

Students do not discipline other students, make grading decisions, supervise a class alone, or access private student records. Personal errands and unsafe tasks are not part of this course. If something feels unclear or inappropriate, stop and ask.

What happens each day?

Sign in. Go through the library before reporting to the classroom. The library sign-in is the official attendance record for this class.

Check in. Ask the supervising teacher what needs attention and clarify directions before beginning.

Complete the work. Use class time well, check accuracy, and follow school expectations for technology and shared spaces.

Record the day. Add the time worked and a brief, specific description to the monthly timesheet before leaving.

When is the timesheet due?

Students update the same timesheet throughout the month. At the end of each school month, the student prints it, reviews it with the supervising teacher, obtains the teacher's signature, and submits the signed copy as directed in Google Classroom. An unsigned timesheet is incomplete.

Common questions

What if I am absent? Follow the school's usual process for excusing the absence. Do not enter work time for a day you were absent. Check Google Classroom for any scenario, reflection, or other course work you missed.

What if my supervising teacher is absent? Sign in through the library as usual and follow the directions provided for that day. If the plan is unclear, check with the course instructor before beginning another task or going to a different location.

What if I finish early? Let the supervising teacher know what is complete and ask what would be helpful next. Do not start a new project, send a message, post information, or distribute materials without approval.

What if I make a mistake or do not understand a task? Say so promptly. Questions are expected in a workplace course. The goal is to learn how to correct errors, communicate clearly, and complete work accurately.

How is confidential information handled? Student, family, and staff information stays private. Do not discuss, photograph, copy, remove, or post private information. Timesheets and portfolio examples must never include confidential details.

Who should I contact with a concern? The supervising teacher handles questions about daily work. Wendy Beldin, the CTE Teacher of Record, can help with assignments, grading, confidentiality, attendance questions, or concerns about the placement.

How is the course graded?

50%	Daily workplace performance: reliability, communication, accuracy, confidentiality, organization, and use of work time
30%	Monthly timesheet: complete daily entries, useful task descriptions, and supervising teacher verification
20%	Monthly workplace scenario and reflection: practical judgment, communication, and growth

What should families expect?

The supervising teacher provides the day-to-day work and feedback. The course instructor monitors the placement, timesheets, assignments, and grade. Families are welcome to ask about the student's responsibilities, progress, or whether the placement continues to be a good fit.