

MLCCC General Guidelines For Teaching Assistant (TA)/Volunteer

- TAs should be responsible for their actions.
- TAs should follow MLCCC policies, respect teachers, care for students, and be a good role model.
- TAs should be punctual when arriving and departing from the school.
- If a TA will be absent, late, or leave earlier, it's the TA's responsibility to inform the teacher of the class they are volunteering for (direct teacher) or the MLCCC Admin Team.
- If a TA is absent for more than 50% of scheduled calendar school days, he or she will be terminated as a volunteer.
- All TAs should report to the MLCCC ADMIN TEAM 10 mins before classes begin to sign in. Signing-in 5 minutes before classes begin or later will result in a tardy.
- Before class starts, TAs should check the classroom and report to the office any anomalies.
- TAs should follow directions and complete the assignments. Tasks include but are not limited to: copying study materials, maintaining class order, helping students, correcting homework, and cleaning the classroom.
- Cleaning the classroom includes wiping the blackboard, and organizing the chairs and desks.
- TAs are responsible for filling the "TA Report Form" and obtaining the direct teacher's signature. In the first week of every month, TA should send the report form back to the MLCCC ADMIN TEAM. If the direct teacher is not satisfied with the volunteering work, the teacher has a right not to sign. If the TA has questions, the TA needs to communicate with the teacher. If still not worked out, the TA should report to the school dean. The school has the final decision. All TAs should follow the above rules. To those who fail in the doing so, the school has a right to prohibit TAs from continuing their volunteer work and not issue TA Volunteering Certificate.

明朗教师助理及志愿者守则

1. 教师助理应具有责任心，热爱中文学校。
2. 教师助理应遵守学校纪律，尊敬老师，爱护学生，做学生榜样。
3. 教师助理要尽一切可能按时到校工作，不迟到，不早退。50%的出勤率是最低要求，不能达到的将被辞退，不能获得学校志愿者证明。
4. 教师助理若因故缺席、迟到、早退，应尽早告知指导老师和教务。至少提前两天告知，以便妥善安排。
5. 一次迟到或早退算作半次缺席。出勤 90%以上的获得全部出勤时间。出勤 75-90%的获得 75-90% 的出勤时间。出勤 50-75%的获得 50%的出勤时间。出勤 50%以下的将被辞退，不能获得出勤时间。
6. 教师助理应在上课前 10 分钟到达学校办公室签到，在上课前 5 分钟到达本班教室。晚到者做迟到处理。
7. 教师助理应在上课前检查教室情况。如有异常，报告老师或办公室。
8. 教师助理在上课期间应听从老师指导，认真完成指导老师分配的任务。任务包括但不限于：复印分发学习资料，帮助老师维持课堂秩序，协助老师辅导学生、领导课堂学习，帮助老师批改作业，帮助老师清理教室等等。
9. 教师助理应在下课以后协助老师还原教室，包括擦黑板、还原桌椅、清理地面。
10. 教师助理每周课后应填写教师助理工作汇报，下课以后请老师签字批准。教师助理应每月第一周上课前向学校教务组呈交上月工作汇报。若老师对助教工作不满意，可以不批准；若助教对老师鉴定有疑问或不满，应与老师沟通，若沟通不果，可向教务汇报，学校有最后决定权。
11. 教师助理的家长应了解教师助理守则并支持协助教师助理的工作。
12. 教师助理应遵守以上守则。对于违反者，学校有权视情况处理，甚至辞退，不能获得学校志愿者证明书。