

## Teacher Assistant/Office Assistant Contract

### Student Responsibilities:

1. Report to your supervisor promptly at the beginning of the assigned period and keep productively involved in the tasks you are given. Never leave early. This is a class and you are not dismissed until the period is officially over
2. Maintain a positive attitude and an acceptable attendance record.
3. You will be evaluated and graded by your supervisor as to your performance of duties, attendance, and attitude. You will earn five (5) credits per semester if you live up to your responsibilities.
4. As teacher/library/office assistant, you must remember that some information connected with your job may be of a confidential nature and must not be repeated. Also, it is unlawful to provide any information to anyone except school personnel regarding the staff or students.
5. Any misuse or abuse of your position will result in your being dropped from OA/TA/LA Tutor with a W/F, the loss of five (5) credits, and other consequences as appropriate.

### Job Description:

Student may assist teacher, librarian or staff in organizing and filing non-confidential papers and books, providing information to students, and other appropriate duties that teacher, librarian or staff may request. Students **MAY NOT** enter grades in the teacher's grade book or have access to any student records, including attendance and discipline.

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Teacher/Supervisor Name

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Teacher/Supervisor Signature

**I acknowledge that I have read and understand my responsibilities as a School Service Aide.**

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Student Name

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Student Signature

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Parent/Caregiver Name

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Parent/Caregiver Signature