

纽约首府中文学校学生助教职责

CCC Chinese School Teaching Assistant Guidelines

- 助教职位必须由学生自行申请。申请人需填妥申请表格，亲自提交给校方教务副校长或校长。
All students who wish to be considered for a Teaching Assistant (TA) at CCC Chinese School must fill their TA Application Form and submit to Principle or VP in person.
- 助教必须年满 14 周岁。
TAs candidate must be 14 years or older.
- 所有助教一律为志愿性质，不领取工资。
All TAs are serving as unpaid volunteers.
- 助教应遵守学校纪律，尊敬老师，爱护学生，做学生榜样。
TAs should follow CCC Chinese School policies, respect teachers, care for students, and be a good role model for students.
- 必须准时出席 27 周的课，请助教自行到学校网站查明上课日期。
Must be on time to all the 27 weeks of class. Students are responsible to check out the exact school days from our school website: <http://dreamschool.com/albany>.
- 助教与任课老师一致，每次上课前请到校方办公处签到。义工时间以签到的实际助教时间计算。助教的高中社区服务表格须由校长对照签到表无误后才签署。
TAs should be punctual when arriving and departing from the school. If you DO NOT sign the attendance sheet, you shall be marked absent. TA's own high school community service hour sheet will be signed by CCC Chinese School Principal after verification with the "TA Sign in Sheet".
- 助教不可以无故缺席、迟到或早退。一次迟到或早退算作半次缺席，如一个学期无故缺勤两次以上，校方有权立即取消其助教资格。如有特殊情况缺席，需说明原因并至少提前两天通知任课老师和教务副校长。如果任课老师需要，校方将安排替补助教。
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 School vice Principal no later than Thursday. The School will arrange substitute TA as needed. TA who has more than two times of unexcused absences each semester may be terminated for the volunteering position.
- 助教在上课期间应主动帮助老师，上课期间不可以使用手机，不可以睡觉，也不可以做作业或做其他与上课无关的事宜。
TA must be attentive during class. Using cell phone is not allowed in the classroom. Activities not related to class such as sleeping, chatting and eating are not allowed.
- 助教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(包括擦黑板、还原桌椅、清理地面)等等。
TAs should follow directions from room teacher and complete the assignments. Tasks include but are not limited to: copying study materials, maintaining class order, helping students, grading homework, and cleaning the classroom, such as wiping the blackboard, and organizing the chairs and desks.
- 助教应遵守以上守则。对于违反者，学校有权视情况处理，甚至辞退，不予颁发学校志愿者证明。
All TAs are required to follow this guideline. To those who fail in doing so, the school reserve the right to discontinue the TA from the volunteer position and will not issue TA Volunteering Certificate.