

**ASSISTANT'S PACKET
2009-2010**

NAME: _____ AGE: _____ DATE OF BIRTH: _____

ADDRESS: _____ PHONE: _____

Day(s) available to assist: _____

Being an assistant at Just Off Broadway is a privilege. It requires a responsible, outgoing student to be able to aid in teaching a class at JOB. We feel we must create an environment in which each student, no matter what age or level, can enjoy dance and develop his or her other skills up to his or her potential. This position cannot be taken for granted.

This year there will be three (3) levels of assistants. First, the assistant-in-training, who helps lead the class, but does very little student correction. This person may do the recital dance with the class or help with simple exercises. This person is between the ages of 8-12 and will be credited \$3 per hour on her tuition statement. Second, is the student assistant who leads the warm-up exercises, aids the teacher in corrections, and can teach the class if the teacher needs to answer parental questions. This person is between the ages of 13-16 and will be credited \$5 per hour on his or her tuition statement. Third is a parent assistant who aids in the spotting of acro-dancing classes. This person will receive the same amount of classes assisted off their tuition statement. All levels of assistants must turn in a time sheet each month for hours assisted (If an assistant has a conflict, he or she will not receive the hours for that week; whoever assists for them will receive the extra hours).

***Ages 8-12 need to read and follow the guidelines 1-5, the first sentence of #6 and know the steps or dance routine from the previous week, #8-9, and #11-16.

***Ages 13-16 and parents need to read and follow #1-16.

The JOB Assistants are chosen by the current staff and will be notified of their positions for the 2009-2010 season by August 25. There are only a certain number of positions available, and all older JOB students will be chosen first. We will keep a list of all interested people on file at the studio, so if there are not enough spaces available, you may be called as a substitute.

***All interested assistants are required to take an assistant's training class this summer or meet privately with a teacher to go over what is expected of him or her.

*** **New Assistants** must take one class and must plan a warm-up for the age level they are interested in assisting.

The following guidelines are the foundation of being an assistant. Please read them carefully before you decide that you would like to assist at JOB.

1. I will come to class with energy and a large smile on my face. I will welcome each student and not allow my own personal problems to influence my time with the students.
2. I will not have favorites. Each child is special and I am aware that it is my job to see that each child is treated the same.
3. I will come to my assisting class 15 minutes early to set up the room, the stickers, and help the teacher or any of the students before class.
4. **I will pick up the room and put away any items used or left in the classroom.**
5. I will come to class dressed appropriately at all times. I realize that I am a role model for all students (This means hair up, no pants or shorts for ballet, no T-shirts in warm weather, no holes in tights, appropriate dance shoes, etc. **Only "DANCER" type shorts, dance theme t-shirts may be worn if approved by the teacher**). SEE DAWN IF YOU HAVE ANY QUESTIONS.

6. I realize that I must come to class prepared each week. This includes: knowing all the steps taught the previous week and keeping them in a notebook, typing out the steps of the routine and handing out the dance to the parents every 2-3 weeks, writing out the order of the line-up for the dance and what colors they stand on, keeping an updated list of steps or the dance filed at the studio in the attendance book or in the assistant's book each week, and making sure if you miss that the substitute knows exactly what was done the prior week and where to find your notes. **All of the above are essential for being an assistant. Failure to keep up with our duties will result in the loss of your position.
7. I will begin every class **on time** if the teacher is talking to the parents or helping another student. I will have a warm-up prepared that is similar to the teacher's weekly warm-up. I realize that my warm-up may not include any turns, leaps, jumps, or acro tricks while the teacher is out of the room.
8. I will never hurt a child (physically or mentally). I will talk to him or her in a positive manner and will not yell or order him or her around.
9. I will correct all students in a positive manner, trying to use questions such as "are you supposed to do that in class?" which gives them a chance to think about what they did and then correct themselves rather than using negatives such as "Don't do that" or No!"
10. When giving a child technical corrections, I will never force his or her legs or body into the splits or any other dance movement. I will correct him or her in a positive, proper manner. **Please see Dawn for more details about correcting a child.
11. I will not miss more than three (3) times a semester. My absence must be for a legitimate reason. I will first call the studio to let them know that I will be absent and then **I will get a replacement. My replacement must be the same age or older than me.** Failure to get a replacement assistant will result in the loss of your position.
12. I realize I must ask at the beginning of the year what is expected of me.
13. **I will not sit down during class or carry non-dance related conversations with the other assistants/teachers in class, but will actively participate in trying to make the students better at all times.**
14. I will talk to the teacher immediately if someone is hurting another child or being disrespectful to another student or to me (assistant).
15. I will try to teach good manners in class using "please" and "thank you" when appropriate.
16. I will help out at one(1) of the Open Houses: June 4 or August 20 from 5:00-8:00 p.m. This includes bringing cookies/snacks, helping set up, showing people around the studio, and clean up at the end of the evening. Each assistant will be expected to work at least one(1) hour at the Open House.

*****ASSISTANT CLASSES: June 4 from 8:00-8:45 or August 20 from 3:45-4:30, or see Christina Witte about taking a preparatory assistant class.**

I have read and understand the above guidelines. I realize that if I do not follow the above guidelines, I will lose my position as an assistant.

Signature: _____ **Date:** _____

I will be attending the _____ Open House (specify date) from _____ to _____ (specify a time) and the _____ assistant class(es) (Specify date(s) and time(s)).

***Please write a paragraph as to why you want to be an assistant at JOB and **attach** it to this form.