

**ASSISTANT'S PACKET**  
**2025-2026**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_ Day(s) available to assist: \_\_\_\_\_

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

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.

There are two (2) 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 \$5 per hour on her/his tuition statement. Second, is the senior 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 13-18 and will be credited \$8 per hour on his or her tuition statement. (\$8.25 will be credited if you are a junior member of Ohio Dance Masters). All levels of assistants must record time in the Assistants Binder each week for hours assisted (If an assistant has a conflict, he or she will not receive the credit for that week; whoever assists for them will receive the extra hours.) The hours from the assistant's binder will credited to his or her account at the end of December, February, and April. See Judy Schwing if you do not see your hours on your account.

The JOB Assistants are chosen by the current staff and will be notified of their positions for the 2025-2026 season by August 29. 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 training and spotting class and must plan a warm-up for the age level they are interested in assisting. New assistants must also turn in a bio and headshot to the meeting that they attend.

**Feel free to contact Dawn Meyer [dmsdjob@gmail.com](mailto:dmsdjob@gmail.com) with general questions.**

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. 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.
5. I will follow and dress to support the weekly themes at the studio.

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 your 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: **Thursday, June 5 or August 21 5:00-6:30** I will bring cookies/snacks to the Open House, come early and help set up, show people around the studio, entertain the younger dancers, serve punch and cookies and clean up at the end of the evening. Please wear JOB attire if 12 and under; 13 and up should wear a nice outfit.
17. **I will attend an assistant meeting will at 6:30 on June 5 or August 21 to discuss the above guidelines. I will attend the spotting class on August 21 at 7:00 if I plan on helping with an acrobatics class.**

I have read and understood 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 PUT COMPLETED FORMS IN DAWN'S MAILBOX.