



## Teacher/Staff Aide Course Agreement

**Credit:** A student may earn one semester credit as an aide to a teacher or staff member. The student will be graded P (pass) or F (fail) because there will typically not be homework or tests to determine a letter grade. Teacher Aides will be assigned as needed, first come first served. Students will not normally have a study hall and be a Teacher Aide during the same semester.

**Duties:** Appropriate duties for aides are the care and organizing of equipment and preparation of class materials. During class time, aides might assist with student activities, discussion groups, and tutoring. In order to protect the privacy of students, aides must not be allowed to correct papers, enter scores in grade books or computers, or otherwise see any personal student data.

**Learning:** Because this is a credited educational experience, the student aide should expect to acquire new knowledge and skills.

**Supervision:** The teacher is expected to have clearly-defined and meaningful duties prepared and to supervise the aide at all times.

Date: \_\_\_\_\_

This agreement is between \_\_\_\_\_, DLS student and  
\_\_\_\_\_ DLS teacher or staff member, during  
Period \_\_\_\_\_, Semester \_\_\_\_\_, for (name of course or work area) \_\_\_\_\_

Duties of the student aide will include:

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The learning expectations and experiences for the student aide will be:

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### **Signatures required:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Student Services Office and receive an official schedule before beginning duties.