

****Due to Mrs. Sieg at jusieg@gasd-pa.org by August 1 for the Fall Semester and December 1 for the Spring Semester****

Teacher Assistant Contract

Gettysburg Area High School
1130 Old Harrisburg Road, Gettysburg, PA 17325
Contact: Justine Sieg

****Please complete the ENTIRE application in blue or black ink and write neatly. ****

Student Name: _____ Phone: _____

Address: _____ Email: _____

Age: _____ Current GPA: _____ (find this on your latest report card)

Semester: _____ Mod: _____

School Placement: _____ Teacher Supervisor _____

Teacher Assistant – On-Campus

Seniors who wish to become educators will spend a semester in the classroom of a teacher(s) who is willing to serve as a “mentor teacher” for the student. This takes place in the high school.

Teacher Assistant – Off-Campus

Seniors who wish to become elementary/intermediate teachers will spend a semester at an elementary school or the middle school with a teacher(s) who is willing to serve as a “mentor teacher.” Students must provide their own transportation to their assigned locations.

_____ Student Name (Print)	_____ Student Signature	_____ Date
_____ Parent Name (Print)	_____ Parent Signature	_____ Date
_____ Teacher Name(s) - (Print)	_____ Teacher(s) Signature	_____ Date

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Supervising Teacher – Please initial and/or answer the following questions:

1. Choose the timeline of your student assistantship opportunity. A semester course runs a total of 19 weeks. Term courses run a total of 9 weeks.

- a. **Please circle** the opportunity you would like to provide for your assistantship:

- i. Semester 1 – August 22 – January 12
- ii. Semester 2 – January 16 – May 24
- iii. Term 1: August 22 – October 25
- iv. Term 2: October 26 – January 12
- v. Term 3: January 16 – March 20
- vi. Term 4: March 21 – May 24

*****Student – if the supervisor is providing a Term 1, 2, 3, or 4 experience, YOU are responsible for filling the other term session. You will need a separate packet for this. *****

- b. If you would like to rotate the student around to different departments/people during the internship, that will be fine. Please indicate how you plan on doing this in the space provided.

(Example: Student is going to be with you for Semester 1, but will be with _____ from August 22 – October 25(term 1) and then with _____ from October 26 – January 12 (term 2)).

There are a lot of different options, but please clarify your plans so the supervisor knows where to go and who to look for upon visitations.

2. **Please indicate** the appropriate time frame that the student will be with you during this experience. This should be a conversation you've had with the student, which has been approved by his/her counselor on their schedule. This verifies they have it scheduled at the correct time and also your expectations of time(s) they should be with you.

- a. **Days/Time of internship experience:** _____

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3. The **supervisor** of the student intern is required to initial each of the statements below:
 - a. I will fill out a periodic evaluation of job progress, which will be provided by the supervising teacher of the program. _____
 - i. Can this evaluation form be emailed to you? Yes No
 - ii. If yes, what is your email address? _____
 - b. If any problems arise, I will contact the supervising teacher immediately. _____
 - c. I will provide necessary safety instruction throughout student training period. _____
4. Your student assistant will be responsible for an end of semester project, which can be any of the following: a bulletin board project, a lesson plan/presentation project, or a Tri-fold display. The teacher's involvement in any of the options should be minimal, but your input matters and your student should ask you questions about this assignment when they start working on it (example: if you want them to create a lesson plan, they would need to see what one looks like and get your final approval before teaching it to the class).
Project type: _____

Student Responsibilities- Please initial each of the statements below:

1. Student agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned. _____
2. Student agrees to report job problems to the training supervisor and GAHS coordinator. _____
3. Student will adhere to company policy; employment may be terminated for the same reasons regular employees. _____
4. Student must be regular in attendance at school and on the job. If unable to report to work, the employer and GAHS coordinator (Mrs. Sieg) will be notified before the start of the normal work day. _____ You are REQUIRED to email Mrs. Sieg in the case of any absences from your internship. If you miss more than 3 days, you will be removed from the program, and will not receive any credit. _____
5. Student's employment/internship will be terminated upon withdrawal or graduation from school. _____
6. Student is responsible for the provided folder with weekly assignments, etc. This is REQUIRED to complete on a weekly basis and drop off with Mrs. Sieg each Monday of the following week. _____