



TEACHER ASSISTANT CONTRACT

Mound Westonka High School

The following is a contract between a teacher's assistant and a teacher. By signing below, the teacher and the student assistant agree to the terms and conditions of this contract. The teacher and student will agree together what the specific duties of the teacher assistant will be. These can be, but not limited to, grading papers, doing errands, organizing, and working with students on various items. Breaking the terms of this contract will result in removal from the assistant position and loss of credit with a grade of an "F" on the semester grade report.

TEACHER

1. I agree that I am responsible for my teacher assistant. I will provide direct supervision and will hold him/her accountable for the work that is accomplished.
2. I agree that I will do my part in producing jobs and projects for my teacher assistant and will monitor his/her progress on these jobs and projects.
3. I agree that I will monitor my teacher assistant's attendance and will relieve him/her of this assistant position if he/she reaches three unexcused absences or twelve total absences, by notifying his/her guidance counselor.
4. I agree that I will have a conversation with my teacher assistant regarding confidentiality and how he/she will be forced to deal with this issue specific to my teacher assistant's needs.
5. I agree to have my teacher assistant use a pass or badge when leaving my immediate area.

TEACHER ASSISTANT

1. I agree to work hard and complete the tasks given to me by my teacher.
2. I agree to have good attendance. This means I will be on time. If I reach three unexcused absences or twelve total absences, I will lose credit for this class and be assigned to a student prep period.
3. I agree to respect the teacher's belongings and classroom by asking permission before using his/her materials.
4. I agree to bring study materials with me, so that I can quietly work on other things if I have completed my tasks for the day.
5. I understand that I will be working with personal, confidential data regarding grades and other student information. I agree to keep this information confidential.
6. I agree to use the teacher assistant pass or badge when leaving my assigned classroom.
7. I understand that I will earn ½ a credit for this duty (per semester).
8. I understand that if I lose this class due to behavior, attendance, or other reason, I will be assigned to a Student Prep Period and will receive an "F" on my grade report.

DATE: _____ PERIOD # _____ ROOM #/LOCATION _____

(Teacher Signature) (Teacher Printed Name)

(Student Signature) (Student Printed Name)