



Great Wall Chinese School

P.O.Box 1472, Southeastern, PA 19399

<http://www.greatwall.org>

school@greatwall.org

Date _____

Student Classroom Assistant's Assignment

_____: You are assigned to assist:

Teacher _____, Phone No. (_____) _____ for _____ Semester, 2003.

Grade _____ Class _____ Time _____ Room _____

Starting Date _____ (Please visit www.greatwall.org for a complete calendar.)

Please read the following information.

Requirements For Student Classroom Assistants:

- 1) Wear proper attire. Smile and have a positive attitude..
- 2) Be punctual. Contact the teacher in advance if you will be late or absent. Try to limit the number of absences to less than four within a semester.
- 3) Come to the classroom prepared and be cooperative.
- 4) Be alert for helping opportunities. Communicate with teacher often.
- 5) Assist the teacher in teaching related tasks, such as helping students to read/write, check students' work, preparing teaching materials.
- 6) Help the teacher with disciplining students and maintaining classroom order.
- 7) Fill your hours in the timesheet provided by the school and have it signed by the teacher at the end of the day.

The school will evaluate you in the following areas at the end of each semester:

- 1) Relationship with supervisor, teachers and peers
- 2) Attitude and appearance
- 3) Initiative
- 4) Quality and quantity of work
- 5) Punctuality/Attendance

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Contact information:

Principal:

Phone No.

Assistant Principal:

Phone No.

Volunteer Coordinator:

Phone No.

Thank you for volunteering your skills and time at Great Wall Chinese School. We are looking forward to seeing you.

Sincerely,

Volunteer Coordinator
Great Wall Chinese School