

Dance Arts Center Teaching Assistant Program

What is the Teacher Assistant Program?

Our Teacher Assistant Program is for dancers interested in assisting with our younger dance classes. Assistants are an important part of our program. They help with the flow of the dance class, assist students when needed, bring children to the restroom if a parent is not present in the waiting room, help guide students during class, give fun reinforcements of correct dance steps and offer a role model for younger students. They often help hand out props and rewards such as stamps or coloring sheets at the end of class. They must provide any other additional assistance that helps with the dance class.

How do I join the program?

Dancers must complete a Teacher Assistant Application first. Teacher must complete a Mandatory 3 hour training session and pass a basic first aid test. Each year we will select a limited amount of students who have the qualities necessary to be a successful teaching assistant. They must have the maturity and disposition to deal with children in a busy dance class. They must have reached an acceptable level of efficiency in their own dance training. They must be good role models. They must use their voice when appropriate in the classroom. Being an assistant in the past does not guarantee that you will automatically be an assistant again. Assistants must work to their fullest potential and show growth and maturity in order to continue with the program.

Responsibilities –

1. A Commitment to our program from September thru our performance.
2. You must arrive to your scheduled class at least 10 minutes prior to the start of class. You will assist in class set –up as, putting colored dots down for combo classes, stretching with students or lining them up at the barre or outside of the door so that they are ready to come into class. After class you will need to help with putting away props, overseeing children as they get to their parents.
3. You must wear proper dance clothes. If assisting with Ballet black leotard and pink tights. For Combo classes any color leotard and tights is acceptable. No street clothes, shorts or sweatpants etc. You must have the appropriate shoes for the technique you are assisting. Hair must be in a bun for ballet classes and at least pulled up for other classes.
4. During the class, take your cue from the teacher. Overtime, you will be asked to take on as much responsibility as you are comfortable with. Initially, you will need to set the children at the barre or in lines, help with corrections and remind them to listen. Younger girls will need help using the bathroom. You might be asked to help them and get them right back into the classroom. Be sure they wash their hands. You will need to help students change their shoes. Eventually you may be asked to teach a portion of the class on your own or to fill in if the teacher is pulled away momentarily or if she needs to work with a student individually.
5. You will need to know your students names. You should be able to correct or encourage them using their name.

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6. You are NOT responsible for speaking to parents with any questions they may have about their child's ability or progress in the class. These types of questions should be directed to the head teacher.
7. Teacher Assistants will need to know their classes' choreography. They will need to assist with rehearsals for our show in June. The day of the performance they will need to help line dancers up in the wings. For Combo classes they will be expected to sit with their class or perhaps a different class at the 10 am Saturday show.
8. Attendance is essential part of this program. If you must miss a class that you are scheduled to assist with you are to notify the office by either calling 816-233-5442 or email thedanceartscenter@gmail.com . You will also need to secure an equivalent substitute for your class.
9. Teacher Assistants should love being with kids and must love dance. It has been our experience that children love their assistant and look up to them with admiration.

Compensation for Teacher Assistants

First year assistants are in the learning stages of how the classes are run and are learning what is expected of them. In this apprentice situation the student will only be expected to help with one class per week and no monetary compensation is given.

Students that have completed a full year of training will be then be paid. Students are expected to fill out time sheets once a month in order to receive payment. Late time sheets will not be honored. The amount a Teacher assistant will be paid will be determined by their age and level of help that they have provided in previous years.

Additional Notes

There are a limited amount of openings for assistants each year. There are many variables that go into the placement and scheduling of assistants. We will call you once the schedule is in place, if you have been selected. Thank you for your interest in becoming a DAC assistant, feel free to talk with Marla if you have any questions. If you are not selected for a TA position this season, we encourage you to reapply next year.

Please make sure to fill out the entire application

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Please fill out Assistant Teacher Application Form – print and turn into office.

Name _____

Address _____

Cell phone (Student) _____

Cell phone (Parent) _____

Home Phone _____

Email (Student) _____

Email (Parent) _____

Age _____

Grade _____

Extracurricular Activities:

First Aid or CPR certified? (Circle one) YES NO

1. Why would you like to become a Teacher Assistant?

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Please list the dance classes you are registered for:

Please list when you are available to assist with classes

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Student Signature _____

Parent Signature _____

Date _____