

# TAI Program Guidelines

*The Turning Pointe Dance Teacher's Assistant and Internship Program exists to train future leaders to provide basic classroom assistance to teachers and studio management as they serve, observe and are examples to younger students.*

## What do we ask of TA's and Interns?

1. Prepare and complete an application and interview process to determine placement in the program.
2. Go through training in the summer on classroom management, team building, creating a culture of hospitality and worship, solving problems inside and outside of the classroom, building relationships, communicating with students and teachers, developing leadership skills and learning how to support students of all abilities in the classroom.
3. Request and accept placement in classes for both fall and summer.
4. Collect required materials for TA classes and return them to their proper place after the class.
5. Take notes on both choreography and flow of the class to help in the case of a sub.
6. Demonstrates whole class movement.
7. Work one-on-one with individual students who may need additional support.
8. Receive the opportunity to lead a portion of the class (such as leading warm-up). These opportunities are provided at the teacher's discretion.
9. Give out suckers or tickets after each class as needed.
10. Participate in a mandatory Winter Meeting.
11. Participate in a mandatory Meeting with the Program Director in October.
12. Serve at the annual recital in May.
13. May choose to participate in extra team bonding hangouts throughout the year.
14. Find and communicate with teachers regarding subs for their assigned class.
15. Promote a positive learning environment both inside and outside the classroom.

## The Nitty Gritty:

### Dress Code

Assistants must wear dance clothes and shoes. All clothing should be professional.

- Black dance pants with a leotard or appropriate shirt, leotard and tights, or other dance wear.
- No baggy shirts, jeans, or baggy sweatpants.
- Hair needs to be up or pulled back.

Remember, as an assistant, the students will look up to you and emulate how you dress, how you dance, and how you treat people. Wear your Turning Pointe TA/Intern Shirt during the first week of class, all peek weeks, rehearsals and recitals.

### Punctuality and Attendance

Arrive **at least** 10 minutes before class starts. If for some reason you are going to be late, text or call the teacher and let him/her know. If you are going to miss a class, please contact a sub from the list to cover for you.

### Communication

**Email** is this program's primary source of communication. Please check your email for updates at least every other day. Please ask your teacher for their preferred method of communication.

### Beginning Classes

If the teacher is talking with a parent or taking care of something at the studio, assistants or interns are to begin the class. Please talk with the teacher you are working with about how this situation should be handled should it arise.

### In Class Expectations

- Learn the flow and routines of your TA class. How does the teacher start class? How do they work on choreography? Is

there a special song they do during class every week? What chants do they use with students?

- Take notes in your assistant notebook. Take notes on the dances and spacing, classroom management strategies, etc.
- Model behavior for students. If your teacher asks students to line up at the wall and they're not doing it, it can be helpful for you to walk over and model with your own body what is expected along with praising students who are listening.
- The only way to teach a child is to get on their level. Whatever age group you are teaching, be fully 'in' - do the silly songs with twirl, improv dance with level ones, talking with level twos about their interests, etc.
- Be enthusiastic! Your students will do what you model for them. If you are kind, excited, making eye contact, smiling, having fun, etc. they will do the same!
- Ask the teacher what they expect out of you. Whether it is running the music, counting out loud, taking attendance, getting out the barres...this will be different for all teachers.
- Remember to maintain confidentiality. You may learn things about your students that are personal, or experience behaviors that are challenging and may be embarrassing. It is always okay to talk with your teacher or with the program leadership, but make sure that this is not within earshot of other studio families. We want to be respectful and mindful of how our students would feel about information being shared. If it isn't something you would want a stranger to know about you, it's likely not something to share with your friends.

## **Demonstrating**

You must be ready to demonstrate to the class as needed. When new content is presented, try to pick it up quickly.

Whether you face the students, or demonstrate with your back to them will depend on your teacher's method. When you face the class, mirror them, and start with the opposite foot.

## **Giving Individual Help**

If you see a student having trouble with a movement, and you are free to do so, give them some help, quietly, gently, and with a friendly and positive attitude. You can help the class as needed in lining up, forming circles, being ready to start. Sometimes your teacher may want you to take one or two students aside for special help. Avoid openly criticizing a student. Instead, ask them individually, and quietly if they'd like some help with that step. You may also need to help students with individual behaviors, especially in younger classes.

## **Cell Phones**

All cell phones must be put away and on silent when in the classroom. Cell phones may be used to play music if necessary.

## **Acts of Service**

Acts of Service are assigned at the start of each school year and reevaluated over winter break each year. They are listed in the TA corner. Make sure to complete your duty before you leave. Also, if you notice something that needs to be done, please take care of it. Always leave a place better than you found it. Subs must complete their respective duties as well.

## **Safety**

Help keep track of students after class. We want to make sure that every student makes it back to their parents. Having an extra pair of eyes watching to make sure no one is getting lost or ending up with the wrong person is so helpful!

## **Potty Policy**

Students ages 7 and below should be walked to the restroom by their TA. TAs are NOT allowed to enter the restroom past holding open the black door. If a child needs assistance with wiping, pulling up their tights, holding the stall door, washing their hands, etc., please alert one of the front desk workers who will handle the situation.

## **Have FUN!**

Last but not least- have fun, enjoy dancing and shine for Jesus! Be a positive role model. The younger dancers look up to YOU!