Brief Description: This position is for the whole or part of the 2019-2020 school year. This program will allow you to learn the basics of the education field and critical career skills. You will assist the teacher or staff member with many daily tasks, including, but not limited to, organizing lessons and materials, feedback on instruction, one on one help with classwork, behavior management, and planning.

Compensation/Credit: Through enrolling in this program, students will have an abbreviated CMIT-South class schedule with the teacher’s assistant position filling the rest of the school day. This is an unpaid position and students will not earn any credit for this position.

Minimum Requirements and Expectations: Students applying for the teacher’s assistant program must meet all of their graduation requirements before or during the 2019-2020 school year. Highly qualified candidates will maintain a 3.00 GPA and be involved in the school community.

Students will arrive on time every day to their assigned mentor’s room. Students will remain with their mentor throughout the working schedule and must remain in uniform while working. Students will maintain confidentiality of everything encountered while working, as would be expected of adult employees and staff. Students will meet the meet expectations outlined by administration, teachers, and staff throughout the school year.

How to Apply: Interested candidates will fill out the following application and obtain a parent signature. Turn in the complete forms (hard copy only) to Mr. Wassam by June 7th at 3:00PM. **NO LATE OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

Students must submit a complete application with appropriate information and signatures. Highly qualified candidates will be invited to interview for a position. Students who are selected for a position will be notified via email.

Additional Information: If selected for a position, students will perform duties specified by the teacher or staff member and be subject to performance reviews. If a student does not meet teacher or staff requirements, or fails to adhere to the expectations outlined above, they will be removed from the program. Your eligibility to continue in the program will be determined by your mentor teacher. *Students who are removed from the program will be enrolled in a full-day CMIT-South class schedule.*

Students are encouraged to apply for other internships and jobs outside of CMIT-South as a contingency plan. Not all students who apply will be offered a position with CMIT-South and those without dual-enrollment, a job or internship, or teacher’s assistant position will be enrolled in a full-day CMIT-South class schedule.

If you have any questions, please contact Mr. Wassam ([nwassam@cmitsouth.org](mailto:nwassam@cmitsouth.org)).

1. **Student Name (First and Last):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **I am interested in serving as a (Circle One): Teacher Assistant or Staff Aide**
3. **I am interested in working at the (Circle One): Elementary or Middle or High School**
4. **My current cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Why do you want to serve as a Teacher’s Assistant of Staff Aide?**

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1. **What are your three biggest strengths and skills that will help you in this position?**

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1. **What do you hope to gain from this position?**

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1. **By signing below, I acknowledge that I have a read and understand the expectations outlined of me above.**

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Student Name (Print) Signature Date

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Parent Name (Print) Signature Date