

Classroom Aide Positions

HASJ accepts a limited number of our secondary students to volunteer as classroom aides in the elementary division for the school year. Please send an email to staff@homeschoolacademysj.org with the reasons why you would be interested in volunteering for this position.

If you are selected, a short orientation for this program will be given.

Your basic responsibilities will be helping the students and teachers. This may include providing additional help for struggling students, keeping students on track, giving out supplies, collecting papers, grading papers, recording grades, helping students get organized, running errands in the building, helping students play catch up and providing general supervision. You are not to be left alone in a room with the student or to take them outside the building without your supervising teacher.

You will receive high school credits in return for your hours of volunteer work. Your supervising teacher will be grading you on your responsible work ethic each quarter. This grade will appear on your report card under Classroom Aide Volunteer. Please remember to sign the teacher's sign in sheet each week and record your time clocking in and out. Please call in if you will be absent that morning. The teacher will be depending on you. We will be viewing this as a job and you should too.

Benefits – High school credit for hours worked will equally 30 hrs. - .25 credits, 60 hrs. - .50 credits, 90 hrs. - .75 credits, 120 hrs. – 1.00 credits. You can continue earning credits above 1.00. You will receive a report each month of your accumulated hours.

Your name will be at the top of the list when the Academy offers paid positions to high school students.

You may request a personal recommendation from the supervising teacher and the HASJ staff for your college portfolio.

The supervising teacher and staff's names may be used for references when applying for employment.

Whenever there are specialties items to be given away, your names will be at the top of the list.

Performance Review for Grading

Tardy – Absenteeism

Aware of student's needs

Responsible

Completed task

Grading Accuracy

Respected by the students

Self-motivated

Good communication skills

Trustworthy

Privacy Issues

Accomplishments

Assisting students

Setting Role Model