



## **Assistant Teacher Responsibilities**

The responsibilities and tasks left to assistants may differ from teacher to teacher. However, the following are some general duties that you might expect or that may fall to you should you take on the role of an assistant in a dance class.

- **Help with attendance/roll-taking if your teacher prefers you take roll.**
  - **Walk among the students as your teacher leads the class exercises/choreography when the students need help or are misbehaving.**
  - **Lead certain warm-ups or exercises while your teacher**
    1. handles the above tasks
    2. steps out for a moment
    3. handles a more severe discipline issue
    4. observes you in order to give some tips
  - **Help children during shoe changes, bathroom or water breaks**
  - **Hand out props or set up items to be used in class**
  - **Keep an eye out for potential hazards like untied shoe laces or poor spacing/awareness while children are dancing**
  - **Be a source of positive and enthusiastic energy in the class**
  - **Keep students on task and focused**
  - **Offer encouragement to dance students during the class**
  - **Help to line up students and to keep them in line**
  - **Always dance full out and be a great example**
  - **Answer basic questions that parents may have**
  - **Work seamlessly with your teacher by *anticipating* his/her needs so that together you can provide a fun and supportive learning environment for younger dancers**



## **Required Attire (NO EXCEPTIONS)**

**It is not acceptable for KJ assistants to look sloppy for any reason.**

**Dress code violations for assistants will not be tolerated. We will be very strict on this policy this year.**

**Jazz, Lyrical, Combo classes and Tap:** Hair in a high bun, black leggings, and a black leotard and appropriate shoes

**Hip Hop:** Hair in a high pony tail, black leggings or more loose fitting all black pants, tennis shoes

**Ballet:** Hair in a high bun, Black or white leo, pink tights, ballet shoes

## **Tips**

As you can see being a teacher's assistant involves a lot more than just showing up for classes. Your role as an extra pair of eyes, ears, arms, and legs for your teacher is an important one! Here are some pointers on how to be effective in this role and in relationship to the responsibilities above.

- **Don't wait to be asked** *especially* when you've been assigned small tasks that are done for each lesson (like taking roll or handing out stickers at the end of class). This is what it means to anticipate. Developing this awareness is important if you want to be a great assistant.
- **Be unobtrusive.** When you see a student that needs your help or correction, address or pull them aside quietly so that you don't distract other class members.
- **Don't be a distraction.** Follow the lead of your teacher. If he/she is trying to get the class to pay attention, that is your job too. Unless you are leading or teaching, you are there to help keep the students' attention on your teacher or on what they are doing (not to pull focus to yourself).
- **"Sandwich" your corrections** between two good things. For instance say something like "Anna, you are pointing your toes nicely, try to keep your knee straight when you tendu. You are being a great listener today!"
- **Offer positive reinforcement** instead of yelling or complaining about bad behavior.
- **Be prepared and on time.** Being prepared can be anything from having the proper clothes or shoes with you to knowing the exercises or dances that you are supposed to lead.



- **Show your enthusiasm without being silly.** Use a bright tone of voice (think of sort of making your voice slightly higher) when you talk to the children, use a lot of energy when you demonstrate, and smile a lot. This will show your enthusiasm and still keep the kids focused and paying attention. You can have fun as long as you are not distracting the students from what they are doing.
- **Be ready for the unexpected and try to handle things maturely when they do.** If you work with very young children you must be prepared for the occasional “accident” and its aftermath. You can also expect that sometimes kids will say some pretty funny or strange things. Again, watch your teacher for how to respond in an appropriate, kind, and respectful manner.
- **Know when to refer a parent to your teacher.** If you are approached by a parent with a question and are not sure how to answer, don’t make it up. If it seems the parent is upset it is not your job to deal with the problem. If a parent wants you to know why or why not things are being done the way they are, it is best to let your teacher address this. If you are uncomfortable in any way with the question, it is okay to pass it on to the teacher!
- **Communicate clearly with your teacher.** If you have a question, ask at an appropriate time. If you are not sure what is expected of you, don’t be afraid to ask or find out how you can improve.
- **Get some sleep.** You are a busy dancer yourself with homework, dance classes, and other activities in which you are involved. If you are well rested you will be more useful to your teacher and be more energetic in your classes (all of them). If you are missing sleep to fit everything in, maybe you should discuss this with your parents and teacher.

\*\*If you have a rare conflict and can not assist, you must email or call the KJ office.

\*\*We will expect you to assist the teacher at the end of the year concert when your class is assigned a rehearsal time on the stage.

We are happy and appreciative to have you as an assistant this year.