



## Graduate Assistant/Teaching Assistant Application

Thank you for your interest in working with the Senior DECATS program. We appreciate your willingness, energy and dedication. As you submit your applications, please understand that there are fewer TA's than GA's and we have very few TA positions. If you are not chosen for a particular position, it most likely is because your skills and talents do not match the needs of the program. We appreciate your interest and sincerely wish that we could hire everyone that is interested. Each person that has filled out this application is an exceptional student and leader. If you are not chosen, please know that we have every confidence that you will find another suitable and rewarding experience this summer.

### Application Directions:

- Complete and send as an attachment to [srdecats@hotmail.com](mailto:srdecats@hotmail.com) by April 17.
- Acceptance or decline notices will be sent out to your e-mail address by May 1 and assignments will be made soon afterward.
- Dates for the program are June 2-18, 2020.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current grade and school: \_\_\_\_\_ Number of years in DECATS \_\_\_\_\_

Have you worked as a Graduate Assistant or Teaching Assistant in the past? If so, when and in what capacity? (ex: yes, I was a Graduate Assistant in the Rock Opera in 2019, a Teaching Assistant for Mr. McGhee in 2019)

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What has been your most memorable experience at DECATS?

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Why do you want to become a GA or TA in 2020?

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What position would you like to have as a GA (ex: Journalism major)

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Are you available from June 2-18? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Part Time

Do you drive a car and will you be able to use your car during the program if needed? \_\_\_\_ Yes \_\_\_\_ No

I have read the Roles and Responsibilities sheet and understand the compensation and requirements for the position and agree to the terms. \_\_\_\_ Yes \_\_\_\_ No

I have spoken to my parent(s) and they understand the roles, responsibilities and terms of becoming a GA or TA in Senior DECATS \_\_\_\_ Yes \_\_\_\_ No

Any questions, please e-mail us or call us. [srdecats@hotmail.com](mailto:srdecats@hotmail.com) or 214-957-0057

## Roles and Responsibilities of TA/GA staff members – Senior DECATS

- Include all of the expectations for Graduate Assistants, however, a Teaching Assistant works directly with the assigned teacher for the entire day.
- In addition, TA's are paid a small stipend. Pay will be adjusted if for some reason a TA must miss part of a day.
- Expectations are that you will work all mornings with your Major and any other times that your Major is meeting. Very few will be needed for afternoon Electives.
- Graduate Assistants as well as Teaching Assistants: If you have been assigned as a "POD" leader, you are responsible for keeping up with the students in your POD. Welcome them into the program. Tell them you will be their "leader"/"counselor" get them excited about starting Senior DECATS.
- You are required to attend the Safe Environment training at in-service (teacher meeting)
- You are expected to wear your Senior DECATS polo on the orientation day, the first day and the last day as well as any other days requested
- GA's are expected to contact their major teacher prior to June 1 and ask if there is any way you can help them get ready for the program
- You are expected to be available on the teacher "work-days"
- When students are in the restroom or on breaks, please be aware of where they are, supervise restrooms by making sure there are not too many students in at one time and making sure that the area is clean
- On the last day, you are expected to be available to help. Clean up your area and help the entire group get packed and cleaned up.
- You are expected to come to the dance and help students have fun and be mature. You are expected to be enthusiastic about the dance and any of the special activities.
- You are expected to be mature and responsible, helping on field trips, especially in keeping up with your group of students.
- Arrive by 8:45 AM; leave no earlier than 4:05 PM
- Stay with your assigned duty/teacher
- Be a "back-up" for the teacher - a runner; a group leader; a role model; a mentor to students
- Be a liaison between teacher, student or administrator and student - explain the daily schedule; or how the schedules are chosen; know the building and where the classes are located; help students find their classes - especially on Mondays when the classes change
- When in doubt, put yourself with the youngest, most immature, most reserved, or most difficult student - engage them in appropriate activities, help them assimilate within the group; help them adjust to the freedom of Senior DECATS
- Try to anticipate what the teacher will need - especially in classes that require set-up and break down - you are the main workers
- Be enthusiastic in community meetings and have awards ready; include each student at least once - especially bring out those students who don't usually receive attention; remember that everyone wants to be recognized and appreciated. Speak clearly and keep it clean and age-appropriate!
- You are responsible for the awards and for keeping your group of students involved and making your group a "team" (if you have been assigned as a "POD" leader)
- In the morning/afternoon meetings, there will be some projects that will be required by Mr. McGhee and/or Mrs. Shotland and Mr. Solomon that you will be asked to do. You are expected to follow-through with those tasks.