

FCCA ASSISTANT TEACHER TRAINING
& INFORMATION PACKET

2016-2017 DANCE SEASON

Thank you for your interest in our Teacher Assistant program. This is a special program for students who are interested in being an assistant teacher. This program gives our older/advanced students an opportunity to work, in a positive manner, with the younger dancers at our studio. Teacher Assistants typically gain confidence by being a helper in the dance classroom. Also, by assisting they get to learn what it is like to be a FCCA Teacher. FCCA Teachers look forward to working with dancers who have a passion to assist, this is probably how they got their start. We have noticed our assistant's dance skills improve and their passion for dance blossoms. We look forward to working with you for the 2016/2017 season.

Sincerely,

First Coast Center for the Arts

Staff and Management

Below are the guidelines/expectations for being an FCCA Assistant Teacher. Please review the information in this packet with your parent/guardian prior to committing for the 2016-2017 dance season.

ELIGIBILITY

To be eligible for the Assistant Teacher Training Program students must:

1. Be at least 12 years of age (Only in exceptional cases would we take assistants younger than 12 years of age)
2. Be a FCCA Dance Team Member (students who meet the age requirement and are not a Dance Team Member will be considered on an individual basis by Ms. Hollie and the FCCA staff).
3. Enjoy working with children
4. Be responsible and understand that you are committing to assist a teacher and students of a specific class (es) each week.
5. Should understand that you represent FCCA, its philosophy, and its reputation. Most importantly, the younger dancers are always watching you so you are expected to be a role model in the most positive of ways at all times.

FCCA ASSISTANT TEACHER DRESS CODE

ALL FCCA Assistant Teachers should come to class dressed in their FCCA Assistant Teacher shirt/tank top with a leotard, tights, black booty shorts, and hair should be slicked back in a ponytail or bun. Shoes worn should be appropriate for the dance style of the class with which you are assisting (ballet, tap, jazz, hip hop, acro). If there is a question concerning which dance shoes are needed please consult the teacher you are assisting and/or Ms. Hollie. All Assistant Teachers will be provided with a tank top as part of their attire by Ms. Hollie and it is to be worn during each class in which they are assisting.

ATTENDANCE

Teacher Assistants are expected to uphold their commitment to the classes they are assigned to at the beginning of the 2016-2017 season. This means being present at all scheduled class times, arriving at least 10 minutes prior to class starting time. If you will be absent as a Teacher Assistant, please make sure to notify the office at 904-247-5151. If no answer, please leave a message or notify the teacher of the class ASAP. Excused absences include (but are not limited to): illness, injury, school functions, or family events. * See Demerit section for more information about attendance.

CLASSROOM SETUP

One responsibility of the Teacher Assistant (a complete list can be found in the following section labeled "Responsibilities") is to help in the preparation of dance class. This may include: raising/lowering barres, laying out acro mats, putting placement markers down for young dancers to stand on, etc. Please ask the teacher you are assisting how they would prefer for their room to be setup prior to the scheduled class starting time.

RESPONSIBILITIES

- Help in taking attendance
- Assist a struggling dancer as the teacher continues leading the class
- Lead class warm ups upon request of the teacher
- Help put students in lines
- Escort children to the bathroom and/or the water fountain
- Hand out props to be used in class
- Demonstrate dance steps with proper technique for students while in warm ups/across the floor exercises
- Participate with students during dance games as an example (i.e. Sleeping Ballerina, Freeze Dance, Red Light/Green Light, etc.) with enthusiasm and energy
- Setup classroom appropriately before class (i.e. putting out mats, raising/lowering ballet barres, put down placement markers on floor, etc)
- Assist in redirecting students who are not following class procedures/teacher directions
- Keep an eye out for potential hazards in class like untied shoe laces or poor spatial awareness between students
- Be a role model that students can look up to
- Come into class positive and energetic
- Offer encouragement to students before, during, and after class
- Assist students in changing shoes in between dance styles in combo classes
- Commit to memory class dances, including Recital/performance dance numbers
- When the class is over, assistants should help the teacher make sure that each child gets to their parents safely

DEMERITS

FCCA Teaching Assistants are held to the highest standard of expectations by the studio and its staff. As this is a training ground for dance students who may have a particular interest in working as a dance teacher in the future, there is a level of responsibility and commitment that needs to be displayed by these students. Please note that demerits will be distributed for the following:

- Unexcused absence (1 demerit)
- Tardiness (1 demerit)
- Out of dress code (1 demerit given for each dress code item not adhered to; i.e. not wearing tights **AND** not having the appropriate dance shoes would be 2 demerits)
- Other demerits may be given at the discretion of Ms. Hollie

Students who have an excessive number of demerits will be asked to have a meeting with Ms. Hollie and their respective FCCA Lead Teacher to discuss where the Teacher Assistant can make changes to better herself for the classroom environment. If the demerits continue to be given for the same reasons following this meeting the student may be asked to have a meeting with Ms. Hollie, their respective FCCA Lead Teacher, and their parent/guardian.

All Demerits will be included on the class attendance sheet by the Lead Teacher and turned in at the end of each month to Ms. Hollie.

REWARDS

FCCA Teaching Assistants also have the opportunity to be rewarded for adhering to the guidelines and expectations for them set by the studio. Just as demerits are distributed for areas that need improvement, reward points are distributed to assistants for the following:

- Perfect attendance (per semester)
- Promptness (being in the studio and ready 10 minutes before class and having the room setup prior to the Lead Teacher arriving in class)
- Dress code (coming to class in ALL appropriate pieces of the FCCA Teaching Assistant attire)
- Other reward points may be given for other areas including dance memorization, leading class warm ups, motivation/application of self in class interactions, etc as determined by their Lead Teacher and/or Ms. Hollie

Teaching Assistants must have a minimum of 15 points for the month to get a prize. All Reward points will be recorded on the class attendance sheet by the Lead Teacher and turned into Ms. Hollie at the end of each month.

OBSERVATIONS

In order for this program to ensure that it is providing quality training to each teacher assistant, observations will be key in continuing to be committed to the assistant's teacher development. Teacher Assistants will be observed on a weekly basis by their Lead Teacher, and monthly that Lead Teacher will complete the FCCA Teacher Assistant Training Key for each assistant. The observations will only be shared with Ms. Hollie and kept confidential from other Lead Teachers, Assistant Teachers, students, and other parents at FCCA. Each assistant's results will be shared with the assistant informally through interaction with their Lead Teacher.

Ms. Hollie will conduct Teacher Assistant observations periodically. After these observations, teacher assistants will be asked to attend a short, informal meeting with Ms. Hollie to address areas of excellence, areas of improvement, and to discuss any questions/concerns the Teacher Assistant may have.

Assistants should know that any time they have a question concerning their role at the studio as an assistant that they need not wait for an observation or observation meeting to speak with their Lead Teacher and/or Ms. Hollie. Please know that the office door is always open!

This chart is a sample of the FCCA Teacher Assistant Training Key:

SKILL	L	S	M
Comes to class on time/shows consistent attendance			
Dressed in appropriate FCCA Teacher Assistant attire			
Engages with Lead Teacher			
Engages with dance students in their class			
Commits to memory class warm ups (if applicable)			
Commits to memory class dances			
Takes corrections from Lead Teacher and applies them			
Has a positive attitude			
Additional Comments/Notes:			

* L- skill limited in use

S- shows steady progress in skill

M-mastery of skill *

REQUIRED TRAININGS

All Teacher Assistants will be expected to attend 2 trainings during the course of the 2016-2017 dance season. The first will be held **August 2016**. During this meeting the FCCA Assistant Teacher Training guidelines (this packet) will be discussed. In addition, students will have the opportunity to be introduced to class formats/curriculums, see what a class in the life of an assistant at FCCA looks like, and ask any questions they may have concerning this unique teacher training program. Pizza will be provided for students at this meeting.

The second training will be held **JANUARY 2017** prior to the beginning of the spring semester. During this meeting, Assistant Teachers will be introduced to how class formats will be altered in preparation for recital, tools that may be utilized for dance memorization, assistants' responsibilities during recital, and any other items deemed appropriate by Ms. Hollie. Pizza will be provided for assistants at this meeting.

TEACHER-TEACHER ASSISTANT DANCE

As part of being a Teacher Assistant, students have the privilege of participating in the FCCA Teacher-Teacher Assistant dance during the recital. Participating in this event will mean a few additional practices toward the end of the season and will be announced during the spring semester. Participation is greatly encouraged, but not mandatory.

2016/2017 CLASSES NEEDING ASSISTANTS

MONDAY – 4-5pm Movement 2-3 yr olds, 530-630pm Beginner Contemporary

TUESDAY- 430-530pm Ballet/Tap for 6-8yr olds, 530-630pm Ballet/Tap for 4-5 yr olds

WEDNESDAY- 4-5pm Movement for 2-3 yr olds, 4-5pm Ballet/Tap for 4-5yr olds, 5-6pm Beginner Acro

THURSDAY- 5-6pm Ballet/Tap 6-8yr olds,

FRIDAY – 5:00-6:00 pm Beginner Hip Hop, Beginner Student Choreography/Improv 6:00 -7:00 pm

Thank you so much for your interest in wanting to be a FCCA Teacher Assistant for the 2016-2017 dance season. Your dedication and passion for dance is appreciated and will be shown through this opportunity. We consider you a vital part of the FCCA team and look forward to having you as part of the teaching staff this year.

Please feel free to direct any questions you may have concerning this program to Ms. Hollie by phoning/emailing the FCCA studio.

Upon reviewing these guidelines/expectations with your parent/guardian and attending the initial Assistant Teacher Training in August, Ms. Hollie will provide a Teacher Assistant commitment for you to fill out (your parent's signature of approval will be required). Once this form is complete, you will be assigned to your Teacher Assistant class (es) for the season.

FCCA ASSISTANT TEACHER COMMITMENT

For the Student/Assistant Teacher:

I, _____ (please print first and last name in blank), have read the FCCA Assistant Teacher Training Handbook and agree to follow the expectations and guidelines that are included. I understand that as an FCCA Assistant Teacher I am not only a representative of myself, but also of the dance studio and that I will conduct myself as such. By making this commitment for the 2016-2017 dance season I agree to be the Assistant Teacher in my assigned class(es) for the entire season. If I ever have any questions or concerns, I will speak with my Lead Teacher and Ms. Hollie.

For the Parent/Guardian:

I, _____ (please print first and last name in blank), have read the FCCA Assistant Teacher Training Handbook with my child and agree to be a supportive figure in my child's choice to be a part of this program. I commit to providing transportation for my child to/from this activity as well as be available for any scheduled meetings and/or events pertaining to this program.

For the FCCA Staff:

We, THE FCCA STUDIO STAFF, have established the guidelines/expectations included in the FCCA Assistant Teacher Training Handbook and commit to being the driving force and support group for this program. We believe that students who have committed to this program are taking on a vital role to the studio and will do whatever it takes to contribute to their development as an Assistant Teacher.

****ALL PARTIES LISTED ABOVE MUST SIGN AND DATE THIS DOCUMENT PRIOR TO A STUDENT BEING ASSIGNED TO A CLASS FOR THE 2016-2017 SEASON****

Student Name _____ Student Signature _____ Date _____
(printed)

Parent Name _____ Parent Signature _____ Date _____
(printed)

FCCA Owner _____ FCCA Owner Signature _____ Date _____
(printed)

2016/2017 CLASSES NEEDING ASSISTANTS (label 1st, 2nd, 3rd Choices)

MONDAY - 4-5pm Movement 2-3 yr olds _____,
530-630pm Beginner Contemporary _____

TUESDAY- 430-530pm Ballet/Tap for 6-8yr olds _____,
530-630pm Ballet/Tap for 4-5 yr olds _____

WEDNESDAY- 4-5pm Movement for 2-3 yr olds _____
4-5pm Ballet/Tap for 4-5yr olds _____,
5-6pm Beginner Acro _____

THURSDAY- 5-6pm Ballet/Tap 6-8yr olds _____

FRIDAY -

5:00-6:00 pm Beginner Hip Hop _____,

6:00 -7:00 pm Beginner Student Choreography/Improv _____