

教师助理守则

Conduct Code for TA

1. 言行文明，言传身教。
Be professional, polite and ethical.
2. 热爱学生，认真对待助教工作。
Pay full attention to students. Do your best work.
3. 老师助理，应在课前十分钟到达教室。若因故不能按时到达，应提前通知任课老师，不能无故缺席。
Teacher Assistant(TA) should arrive 10 minutes before the class starts. Teacher should be informed in advance if TA would not able to come or would be late for any reasons. No show up without informing the teacher in advance is not allowed.
4. 老师到达后，应主动询问老师是否需要帮忙，如复印，发作业等。
When the teacher arrives, TA needs to ask if the teacher needs any help, like copying, giving out homework, etc.
5. 学生到达后，引导学生坐好，帮助老师收作业，并帮助学生做好课前准备工作。
When students arrive, TA should lead students to their seats, collect homework if needed, and help students get ready for the class.
6. 开始上课后，帮助老师维持课堂纪律，完成老师交与的各项工作。
During the class, TA should help teacher to maintain classroom discipline & assist students to accomplish tasks assigned by the teacher.
7. 课间休息时，协助维持教室整洁；课间休息结束后，帮助收集垃圾，引导孩子们坐回原位，准备上课。
During class break time, TA should help to maintain the cleanness of classroom. When the break time ends, TA needs to help clean up all trash and lead students to their seats to get ready for reassuming the class.
8. 上课结束后，帮助老师整洁教室，告知老师后离开回家。
When the class ends, TA should help to clean up, and then ask permission to leave.
9. 严格遵守老师助理的规章制度，不能在工作时间做私人事情。
TA should strictly follow GHCS TAs rules. No personal work is allowed during the class.
10. Online TA: 遵守以上适合网络TA的各项规定，跟老师和学生协商给学生补课帮助的时间，并认真记录。学校将跟老师学生和学生家长核实TA辅导时间。
Online TA should follow the rules above which is appropriate for online TA as well, communicate with teachers/students about the work time and record your time accurately. School will verify all the online volunteer hours.