

教师助理守则

Code of Conduct for TAs

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 attentions to students. Do your best work.
3. 做为老师助理，应该开课前十分钟到达教室，如果因各种原因不能按时到达时，应提前通知该班任课老师，不能无故缺席。
As a teacher assistant, you need to arrive 10 minutes before the class starts. You need to inform the teacher in advance if you are not able to come or if you are late for any reasons. No show up without informing the teacher in advance is not allowed.
4. 老师到达后，应主动问老师是否需要帮忙，像复印，发作业等。
When the teacher arrives, you need 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, 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, help teacher to maintain classroom discipline in the classroom and assist students to accomplish tasks assigned by the teacher.
7. 课间休息时，帮助学生维持教室的整洁，课间休息结束后，帮助收集垃圾，引导孩子们坐回原位，准备开始上课。
During class break time, keep eyes on the cleanness of classroom. When the break time ends, you need 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 for the day, help teacher and parents to clean up the classroom and then ask permission to leave.
9. 做为老师助理，要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。
As a teacher assistant, be strictly obey with GHCS TA's rules, no personal work is allowed during the class time.
10. Online TA: 遵守以上适和网络 TA 各规定，跟老师和学生协商给学生补课帮助的时间，并认真记录。
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.