

TA Responsibilities

Requirements

- Volunteers must be enrolled in 7th grade or higher at a regular school and have completed all Punjabi grades in (SFSD).
- Punjabi test is required, if volunteer did not attend SFSD Punjabi School.
- Volunteer must commit for sewa of entire school year. **(In order to qualify for a Certificate at the end of the year, a maximum of three absences are allowed unless there is an emergency.)**

Punjabi School Teacher Assistant Responsibilities

- Teacher's assistant works under the guidance of a teacher to help perform classroom tasks.
- Help the teacher with homework checking and taking attendance for students.
- Listening to children read or reading to them.
- Helping children who need extra support to complete tasks.
- Give one-on-one or small group instruction and lesson review.
- Helping teachers to plan learning activities (such as presentations, quizzes, puzzles, tracing, matching and crosswords, etc.)
- Supporting teachers in managing class behavior.
- Provide additional supervision for students during class, recess/break, and on class outings or field trips.
- Help teacher on special events (such as Exams, Virsa day, etc.).
- Taking Time Off, please inform the Teacher and Education committee in advance, unless there is an emergency, so we can manage accordingly.

Cell Phones

Cell phones are allowed in school, provided they are SWITCHED OFF upon entering the assembly area and classrooms. If a cell phone rings in class, IT WILL BE CONFISCATED AND NOT RETURNED to the teacher assistant. It is the parent's responsibility to collect it at the end of the class.

Absences

A teacher assistant can have up to 3 absences per year to qualify for a TA certificate. They must fill out an official Sikh Foundation Punjabi School absence slip and give it to the teacher. These slips will be kept in the TA's file. Having more than 3 unexcused absences could lead to removal from the class.

School Schedule

09:00 – 09: 15 Assembly, 09:15 – 11:30 Punjabi / Gurmat Class, 11: 30 Break Time