

Student Assistant Program Roles & Responsibilities

At Clarion Center for the Arts

Expectations of Students

The following expectations have been outlined in detail for students in the program. Teachers should set a good example for their assistants and hold them accountable!

- Depict an image worthy of being called a CCA Leader
- Bring good energy to class
- Always be “into” what the teacher is presenting
- Wear proper dance attire
- Don’t gossip
- Simplify the teacher’s job
- Be responsible for finding subs
- Take personal responsibility for all things related to their role without deflecting onto parents

Here are some more specific expectations that have been outlined for students:

- Don’t wait to be asked to help, jump in and take initiative! Pre-school and early childhood classes are fast moving and you need to be on your toes at all times. ☺
- Be confident and speak LOUDLY!
- Learn your students' names!
- Build your students self esteem... do not bring it down!
- Always be kind in your words with the little’s – please remember it is not your responsibility to discipline them. That is the instructor’s job. However, you can help the instructor by firmly telling a child to stop what they are doing or to stay focused if they are becoming a distraction to the rest of the class. Just do so with kindness!
- Dress and act in a mature, professional manner with students AND parents. They are looking up to you! Lots of little dancers want to be just like their “big girl” assistant in class one day
- As the session goes on, you will be asked to lead things like warm up and across the floor, as part of your training.
- Be responsible for taking attendance every week.
- Always help the instructor line up kids at the beginning and end of class so the transition is smooth. For combo classes, please help kids change shoes when needed!
- With permission, begin the class on time. Don’t wait for the teacher to arrive. If you are assisting a jazz class, start the warm up music and get the students in the class. If you are assisting a tap class, get the dancers at the barre and start the music. You get the picture.
- During recital season, you must know the dance just like the teacher.

Our Student Assistant Program serves as a pipeline for raising up future teachers. After 2 years as an Assistant, students are eligible for promotion to Student Apprentice. After 2 years as an Apprentice students are eligible for promotion to Student Teacher, which is a paid position!

Here is how those two roles should play out within the classroom and how responsibilities should increase...

1. Student Assistant (6th Grade and Up)

Role Overview: Student Assistants are young dancers who are eager to contribute to the dance studio by helping in lower-level classes. They are in a learning phase, both in terms of dance and leadership skills. Their primary responsibility is to assist instructors and provide support to younger dancers.

Responsibilities:

- **Class Preparation:**
 - Help set up the studio before classes (e.g., arranging mats, props, music, etc.).
 - Assist with attendance and ensure that students have the necessary materials.
- **In-Class Support:**
 - Assist younger dancers with learning choreography, techniques, and exercises.
 - Demonstrate movements under the instructor's guidance.
 - Provide encouragement and positive reinforcement to students.
 - Help maintain class discipline and focus.
 - Assist with music or other technical needs during class.
- **Post-Class Duties:**
 - Help clean up and organize the studio after classes.
 - Provide feedback to the instructor about any observations or student progress.
- **Personal Development:**
 - Attend periodic training sessions focused on leadership, teaching techniques, and communication skills.
 - Shadow instructors to gain insight into teaching methods and classroom management.

2. Student Apprentice (9th Grade and Up; After 2 Years as Assistant)

Role Overview: Apprentices are experienced Student Assistants who have demonstrated commitment, responsibility, and skill. They take on more significant roles in class management and instructional support, serving as role models for younger students and newer Assistants.

Responsibilities:

- **Advanced Class Preparation:**
 - Take a lead role in organizing the studio before and after classes.
 - Help plan class activities in collaboration with the instructor.
 - Mentor newer Student Assistants in their responsibilities.

- **Enhanced In-Class Support:**
 - Lead warm-up exercises and simple choreography under instructor supervision.
 - Assist with correcting students' form and technique, providing constructive feedback.
 - Step in to teach small sections of class if the instructor is occupied.
 - Help manage class flow, ensuring smooth transitions between activities.
- **Administrative Assistance:**
 - Assist instructors with administrative tasks like record-keeping, student evaluations, and communication with parents (under supervision).
 - Help with organizing studio events, performances, or recitals.
- **Leadership Development:**
 - Take part in more advanced training sessions focusing on teaching methodologies, leadership, and studio operations.
 - Participate in periodic evaluations to assess readiness for potential teaching roles in the future.
- **Mentorship:**
 - Serve as a mentor to Student Assistants, helping them develop their skills and confidence.
 - Offer guidance and support to younger dancers both in and out of the studio.

This structure provides a clear path for growth and development for students, while also ensuring that the studio benefits from their contributions in a meaningful way.