

## *TA Policy of A+ Abacus Center*

August, 2010

1. Qualification of TA: 7<sup>th</sup> Grad or higher and at least passed Level one or advanced level.
2. For quality assurance and work ethic, there are some criteria for TAs.
  - a. As a TA, your job is assisting the teacher and students.
  - b. TA's job functions are correcting homework, helping students solve questions, copying, and keeping the classroom in order.
  - c. No iPod, no listening to the music, and no chatting between TAs.
  - d. Keeping an eye on students for their safety.
  - e. When class begins, if there is no any special reason, please don't leave the classroom for it will interrupt the class. If you really need to leave the classroom, you have to ask for permission to leave.
3. Each TA can only sign up for up to two classes. The sign-up is a first-come-first-serve basis.
4. Every two months, there will be a TA meeting to exchange experiences and make suggestions to improve quality. A TA Lead will be elected. The TA Lead needs to organize the meeting, keep a close relationship with TAs, and pass TAs suggestions and opinions to teacher.
5. Once you sign up for a class, you need to keep your commitment. If you cannot come to your TA session, please email or call me three days before your TA session to leave a message regarding your absence. If you fail to notify me, I will deduct two dollars from your pay.
5. Please sign the Attendance Sheet every time you come to your TA session. If you don't sign the sheet by the end of each month, you will be counted as absence and without pay. You may receive your pay at the first or second week of every month.
6. **Homework correction:** I will prepare baskets for collecting and correcting homework. Please check the **Homework Collecting Basket** and correct the papers when you are in for your TA session. Once you are done with the homework correcting, you may return to the students after class.

We welcome our new TAs of this new school year.

Every new school year, we invite students from Ms. Hsieh's advanced classes to sign up for a paid TA position. The qualifications of being a TA are 1) students in grade 7 or above, and 2) students passed the level 1 or above on the mental arithmetic test.

Besides correcting homework, the TA applies those skills they learned from the class to help other students. Being a TA can also be counted as community service. We encourage students to achieve the advanced levels required to become a TA. The purpose is to offer our students a real life experience and we hope that they learn how to work hard to reach their goal and how to apply themselves to help others.

If you need any more detailed information about how to become a TA, please feel free to contact Ms. Hsieh.