



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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TEACHER AIDE VOLUNTEERS ~ 2016-2017

Several teachers are in need of parent volunteers to act as Teacher Aides on an “as needed” basis. The purpose of a volunteer Teacher Aide is to assist teachers with various responsibilities in the classroom, including:

- a. Small group testing
- b. One on one tutoring or reviewing
- c. Checking seatwork books, but not tabulating final grades.
- d. Cutting out decorations and helping with projects.
- e. Displaying children’s work

Please keep in mind the following points:

- a. Your presence in the classroom may distract students – work quietly.
- b. Do not chat with the teacher or assistant teacher during class time.
- c. No younger children are allowed to accompany you to the classroom.
- d. Out of respect for each person, ALL observations should be held in the strictest confidence.

If you are interested, please complete the form below and return to Mrs. Sue Furman in the academy office by **September 9, 2016**. You will be informed of your teacher assignment once a working schedule has been developed and the teacher will contact you directly to discuss her needs and to determine a time that works for both of you. As a volunteer, you will need to sign in at the Main Office each time you work and you will receive 1 point for every 1.5 hours worked. We know that if you volunteer to be a Teacher Aide, your experience will be a positive and rewarding one.

NOTES:

- **All teacher aides are required to sign a Diocesan Volunteer Code of Conduct form, submit to a Criminal History Background Check, and attend a VIRTUS training session.**
- **Aides will not be needed in all grades.**

TEACHER AIDE VOLUNTEER

Return by 9/9/16

Name: _____

Phone: _____

Email: _____

YES, I would like to volunteer as a Teacher Aide for the 2016-2017 school year.

I am a returning Teacher Aide. I would like to work with: _____
(name of teacher)

I am a new volunteer. I would like to work with: _____
(name of teacher)



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