

維德中文學校學年度助教(TA)與小老師(SI)

工作內容與申請表

**FCS TA Guideline & Application Form**

申請資格與工作內容 (Qualifications and Responsibilities)	
助教(Teaching Assistant)	小老師(Student Instructor)
<ul style="list-style-type: none"> <li>Applicant must be a current FCS student (申請人必須要是維德中文學校在學學生)</li> </ul>	
<ul style="list-style-type: none"> <li>Applicant is entering 9<sup>th</sup> grade or above in local English school after summer. (申請人至少要是即將升入英文學校九年級或者更高年級者為限)</li> </ul>	
<ul style="list-style-type: none"> <li><b>Provide assistance to the teacher</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Define the curriculum and</b></li> <li><b>Teach/deliver the curriculum program</b></li> </ul>
<ul style="list-style-type: none"> <li>Work schedule is every Chinese school day from 9:30am to 11:30am or 11:30am to 12:30pm. (工作時間是每個中文學校上課日的早上九點半到十一點半或十一點半到中午十二點半)</li> </ul>	
<ul style="list-style-type: none"> <li>TA must find suitable substitute (e.g. parents) if you cannot attend the class. You will be disqualified from the job if absence without advanced notice exceed three times (TA) calendar year. (你/妳如果事先知道無法出勤務必要找到適當的代課人選 如果在學年度中有三次(助教)無故缺勤你/妳將會失去助教的資格)</li> </ul>	
<ul style="list-style-type: none"> <li>TA's job is considered to be voluntary community service without pay. 助教的工作是不支薪的一種社區服務</li> </ul>	
申請方法與甄選方式 (Application and Selection Process)	
<ul style="list-style-type: none"> <li>TA's need to <b>register</b> for both language and cultural classes, and pay all fees. (小老師必須在語言課跟文化課註冊，並且繳交所有的費用)</li> <li>TA's and his/her guardian must read, sign and follow the <b>FCS SI/TA Guidelines</b>, and return the completed forms to Language Department every year. (每年助教跟其監護人都必須遵照助教守則，並在上面簽名並繳回文化處.)</li> <li><b>Each family of TA applicants must also complete the Parent Volunteer Form. If the family is exempted from the requirement as a result of the family having already served in the period of 9/2009 to 6/2012, please mark the year(s) and position(s) that your parent(s) have served. (凡參加甄選助教者的家庭必須填寫家長服務表格。豁免的家庭，請在服務表格上註明家長服務年份跟職位。</b></li> <li>Complete this <b>Application</b> and return it with the signed <b>TA Guidelines and Parent Volunteer Form</b>. (請把本申請單填寫好連同簽名的<b>助教守則跟家長服務表</b>繳回)</li> <li>The Program Director will notify each applicant of their eligibility and status by the end of August. (文化主任將於八月底個別通知所有的申請學生甄選結果)</li> <li>由於助教的需求人數無法確定無法保證每一個申請人都能分配到工作,請所有的申請人要有心理準備也務必請家長能夠諒解. 在此先謝謝大家給予的支持!</li> </ul>	

維德中文學校學年度助教(TA)工作申請表

Applicant's Last name, First name	MI	Date of Birth: (MM/DD/YYYY) / /	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
中文姓名 (Chinese Name):		舊班班級(current class):	
有意申請: <input type="checkbox"/> 文化課助教 <input type="checkbox"/> 文化課小老師		家長服務年份: <input type="checkbox"/> 20 -20 <input type="checkbox"/> 20 -20 <input type="checkbox"/> 20 -20	
Please list all prior experiences (工作經驗):			
Applicant's E-mail Address:			

1. 待人尊重有禮，穿著合宜得體  
Treat everyone with respect, dress properly for class.
2. 出席所有安排的課程及活動，每次上課必須簽到  
Attend all assigned classes and activities, sign in at the Program Department desk every time.
3. 比上課時間早 五分鐘到達教室，務必準時  
Arrive 5 minutes before class starts, be on time.
4. 如有問題或困難，應儘快知會有關老師及學校幹事  
Communicate with the teacher or staff on concerns or problems in a timely manner.
5. 如無法出席，應儘早知會老師及主任，以安排代替  
Notify the teacher and Program Director ahead of time if not able to attend class or activity, so proper substitution can be arranged.
6. 協助老師安排桌椅及清潔課室  
Assist teacher in class set-up and clean up.
7. 協助老師帶學生到指定的活動地點  
Assist teacher in leading students to and from activity site and classroom.
8. 協助老師維持課室秩序，勿私自交談或與學生嬉戲  
Assist teacher in maintaining class order; no private conversations or playing with students when teacher is teaching.
9. 上課時間不可使用手機或其他私人電器用品  
During class time, no use of cell phone or other electronics such as MP3, CD player, etc.

Use common sense when encounter items that is not listed.

Fidelity Chinese School reserves the right to update this document as needed.

#### 助教甄選標準

助教將視需要，在文化課學生中，由老師與文化/語言主任共同甄選。

選拔標準如下：

1. 是文化課學生。
2. 品行優良，能為其他學生表率。
3. 語文課成績，在同年級學生中，中等以上。
4. 具有本科專才，願意幫助其他同學。
5. 有老師推薦，能當老師助理。
6. 條件相似時，在校年資與年級長者優先。

\_\_\_\_\_  
SI/TA Name

\_\_\_\_\_  
Guardian Name

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
SI/TA Signature

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**維德中文學校助教家長服務表格**  
**Fidelity Chinese School TA Parent Volunteer Form**

為確定學校能繼續營運, 彌補學校幹部以及老師的不足, 學校理事會通過以下決議: 從 2014 學年度起, 所有申請文化助教學生的監護人必須在同一學年擔任老師或幹部, 在過去三年(從 2010 年 9 月到 2013 年 6 月)曾擔任學校理事、語言老師、或文化老師的家庭將不受此限制。豁免名單以當年學校通訊錄為準。(In order to ensure FCS can continuously operate with enough staff members and teachers, the Board has decided that at least one of the guardians of the cultural TA applicant must be willing, ready, and able to serve either as staff member or teacher for the school year of 2013-2014. The family will be exempted from this requirement if at least one of the guardians of the applicant has already served as either board member or teacher in FCS in the last three years since September 2010. The list of exempted families is according to the prior school directories.)

請在以下職位中, 選擇三個或以上, 且標明 1, 2, 3 優先順序。最後職位由理事會統一安排, 結果將在期末前通知。同一職位以現任者優先。(Please select at least 3 positions from the following positions and mark down your order of preference as 1, 2, or 3. The Board will arrange the appropriate position for you and notify you before the end of the school year. The current position holder has higher priority for the same position.)

- \_\_\_\_\_ 十位學校理事, 必須在五月中選舉(10 Board/officers - Principal, Vice-Principal, Language Director, Cultural Director, Treasurer, Parent Association Director, Secretary, Deputy Treasurer, Deputy Parent Association Director, Deputy Secretary. These positions need to be elected in May 2013.)
- \_\_\_\_\_ 一位 2014 校外表演負責人 (One 2014 Off-campus Performance Coordinator)
- \_\_\_\_\_ 十九位語言老師 (19 language teachers)
- \_\_\_\_\_ 五位教務處幹部, 由教務主任分配工作 (5 in language staff, tasks assigned by Language Director)
- \_\_\_\_\_ 十五位文化老師 (15 cultural adult teachers)
- \_\_\_\_\_ 六位文化處幹事, 由文化主任分配工作 (6 in cultural staff, tasks assigned by Cultural Director)
- \_\_\_\_\_ 兩位財務幹事 (2 in Treasurer Staff)
- \_\_\_\_\_ 兩位圖書管理員 (2 Librarians)
- \_\_\_\_\_ 三位舞蹈班協調人 (3 dance class coordinators)
- \_\_\_\_\_ 三位資訊部門幹部 (3 in IT staff, including webmaster, Email, network, DJ)
- \_\_\_\_\_ 九位家長會幹部, 由家長會會長分配工作 (9 in PA staff, tasks assigned by PA Director)

助教學生申請姓名 (Applicant name- English/Chinese) \_\_\_\_\_

學生父母名字 (Parent name- English/Chinese) \_\_\_\_\_

父母電子郵件 (Parent email) \_\_\_\_\_

**請選 A 或 B (Please select A or B.)**

A. \_\_\_\_\_ 我同意在維德中文學校擔任以上我所選擇的職位 (I agree to serve at FCS for the above selected positions.)

B. \_\_\_\_\_ 豁免, 因為我們家庭曾擔任過 \_\_\_\_\_ (年/月)的 (學校理事), (語言老師), (文化老師)  
(Exempted, because our family has served at FCS for Board members, language teacher, or cultural teacher at year \_\_\_\_\_)

父母簽名(Parent signature) \_\_\_\_\_ 日期 (Date) \_\_\_\_\_

學校理事會使用處 (For Board usage only)

最後決定職位(Final assigned position) \_\_\_\_\_

學校校長簽名(Principal signature) \_\_\_\_\_ 日期 (Date) \_\_\_\_\_