

Class Assistants Handbook

2024-2025

What is a Class Assistant?

The Dance Corner's Class Assistant program gives students the opportunity to learn the skills and techniques necessary to be a successful dance instructor. The program aims to promote the love of dance and knowledge of proper instructional methods and techniques to students. The program is designed to give every Class Assistant an equal opportunity to participate in the educational process of being a student teacher. The program provides students with the tools to become confident, hardworking, well-informed and eager dance educators and leaders.



Educational Objectives

- Develop leadership skills and work ethic
- Learn mentoring skills
- Enhance personal understanding of dance technique
- Increase self-confidence, respect and poise
- Learn to appreciate dance, classrooms and overall instruction from a new perspective
- Develop problem solving and customer relations skills
- Be a positive role model for young children

Academic and Career Benefits

- May request letters for recommendation for college applications from TDC staff
- Earn points towards induction into the National Honor Society for Dance Arts
- Mentoring and working with children is an asset on college applications
- May qualify for volunteer hours in some school districts

Eligibility

- Minimum age: 11
- Completed at least 1 year of dance at The Dance Corner
- Commitment to Class Assistant program for the entire season (September thru June)
- Agree to arrive 5 minutes early for class and stay after class until all students are safely with their parents (if not possible due to a dance class conflict, please notify Miss Elizabeth)
- Agree to follow The Dance Corner's dress code
- **Attend Class Assistant Orientation on Sept 5th from 5:30-6:30pm**



Expectations and Responsibilities

- Set a positive example inside and outside the studio.
- Refrain from foul language, negative behavior or disparaging comments about anyone associated with TDC, students, staff or families.
- Be 5 minutes early for your Assistant class & assist with dismissal of class
- Fulfill all responsibilities through the end of class and always come to class with a positive attitude and a smile.
- Learn each student's name.
- Stand up straight and look interested during class.
 - Don't lean on barres, cross arms or look bored.
- Always stand, sit, walk, look like a dancer, engaged and interested in class. This will provide a positive role model for your students. Little eyes are ALWAYS watching.
- Always participate and demonstrate during class
- **No cell phones are allowed in classes.**
- Notify Miss Elizabeth of any absences.
 - For a conflict such as a school or family event, please provide 2 weeks notice or more. You are responsible for finding another Class Assistant to fill in during your absence.
 - For illness or emergency, please call the studio immediately AND email or text Miss Elizabeth. If you are able to find a sub that is helpful, but not required.
- Confidentiality is required. All information pertaining to TDC students and their families is personal and confidential and should not be discussed with anyone other than TDC staff.
- Follow the TDC dress code when assisting classes. You may also wear TDC logo attire. Appropriate footwear is required.
- Hair must be worn back in a pony tail, braid or bun.