

Hope Chinese School – Tysons Campus Teaching Assistant (TA) Program

Responsibilities and Application Requirements (2026)

I. TA Program Objective

To further enhance the quality of classroom instruction while providing valuable volunteer and leadership opportunities for older students, Hope Chinese School – Tysons Campus has established the **Teaching Assistant (TA) Volunteer Program**.

In addition to providing high-quality Chinese language education, the Tysons Campus is committed to creating meaningful opportunities for young members of our community to serve the school, develop a sense of responsibility, strengthen leadership skills, and gain practical work experience. Through the TA program, students are encouraged to grow personally and professionally by developing communication, organizational, and teamwork skills that will benefit their future academic and career pursuits.

II. TA Responsibilities

Teaching Assistants work closely with classroom teachers to support instruction, maintain an effective learning environment, and help ensure that every student has productive and rewarding classroom experience.

TA responsibilities include, but are not limited to:

1. Assist teachers in recording student attendance.
2. Help maintain classroom discipline and foster a positive learning environment.
3. Provide academic assistance to students who need help and encourage active classroom participation.
4. Assist teachers in checking homework completion and reporting any concerns.
5. Observe classroom needs and proactively assist teachers with instructional and classroom activities.
6. Assist with classroom preparation before class and classroom organization after class.
7. If the classroom teacher is unexpectedly delayed, maintain classroom order, supervise students, and organize review activities or other pre-assigned learning tasks until the teacher arrives.

These responsibilities are not intended to be exhaustive. TAs are expected to provide additional assistance as needed under the guidance of the classroom teacher.

Teachers are also encouraged to provide appropriate instructional opportunities based on each TA's abilities and interests so that TAs can develop teaching skills and gain meaningful experience through volunteer service.

III. Eligibility Requirements

Applicants for the Teaching Assistant (TA) Program should meet the following qualifications:

1. Be at least **15 years old** and currently enrolled in middle school or high school.
2. Demonstrate good academic performance, responsible behavior, and a cooperative attitude.
3. Possess adequate Chinese language proficiency in listening, speaking, reading, and writing to communicate effectively in the classroom.
4. Demonstrate a willingness to serve others and actively assist teachers and fellow students.

All qualified students are welcome to apply. **Current Hope Chinese School – Tysons Campus students will receive priority consideration.**

Applicants must submit the following:

- TA Application Form
- Resume
- One Letter of Recommendation

Applicants will be evaluated based on their application materials and interview.

IV. TA Expectations

To help TAs gain valuable practical experience and maximize their learning opportunities, all TAs are expected to fulfill the following responsibilities:

1. Demonstrate professionalism, responsibility, and a positive attitude. Work closely with the classroom teacher and actively participate in classroom instruction and management. Personal cell phone use during class is not permitted except for TA-related responsibilities.
2. It is **recommended** that students do not serve as TAs in classes taught by their parents.
3. At the beginning of each semester, introduce yourself to your assigned teacher, exchange contact information, discuss the teacher's expectations, and share your own learning goals for the semester.
4. Sign in at the front desk before each volunteer shift to accurately record volunteer service hours.
5. Arrive 5-10 minutes early to assist the teacher with classroom setup and preparation.
6. Become familiar with the lesson content and classroom schedule so that you can assist with simple instructional activities when appropriate under the teacher's guidance.
7. TA should follow the school rule that no eating and drinking are allowed in the classroom.
8. If you are unable to report for your scheduled assignment or expect to arrive late, notify your classroom teacher and the TA Coordinator as early as possible.
9. If the classroom teacher is unexpectedly delayed, take the initiative to supervise the class, maintain order, and organize review activities or previously assigned classroom tasks to ensure a safe and productive learning environment.

V. Mentorship and Recognition

While the Tysons Campus holds Teaching Assistants (TAs) to high standards, it also encourages classroom teachers to mentor and support their TAs by providing appropriate teaching opportunities. Through this collaborative experience, TAs strengthen their instructional, organizational, leadership, and communication skills while making meaningful contributions to the school community. In recognition of these contributions, volunteer service hours completed as a Teaching Assistant will be documented and may be credited toward the student's community service hours, in accordance with the school's volunteer service guidelines.

At the end of each school year, the Tysons Campus will recognize Outstanding Teaching Assistants based on their volunteer service, community service hours, responsibility, dedication, and overall performance. TAs who achieve significant volunteer service milestones may also receive Community Service Hour Recognition for their commitment and contributions. These recognitions honor their service, encourage continued excellence, and inspire more students to participate in volunteer service while supporting the growth of our school and the broader community.

希望中文学校泰城校区 教学助理 (Teaching Assistant, TA)

工作职责与申请要求 (2026)

一、TA 项目宗旨 (TA Program Objective)

为了进一步提升课堂教学质量，同时为高年级学生提供宝贵的志愿服务和实践机会，希望中文学校泰城校区特别设立**教学助理 (Teaching Assistant, 简称 TA) **志愿者项目。

希望中文学校泰城校区不仅致力于为学生提供优质的中文教育，也希望通过 TA 项目，为社区青年学生创造参与学校服务、培养责任感、提升领导能力和积累工作经验的平台。希望每一位担任 TA 的学生都能在志愿服务过程中学习成长，提升沟通、组织与协作能力，为未来的学习和职业发展奠定良好的基础。

二、TA 工作职责 (Responsibilities)

教学助理应积极配合任课教师完成课堂教学工作，共同维护良好的课堂秩序，帮助学生提高学习效果，确保每位学生都能有所收获。

TA 的主要职责包括但不限于：

1. 协助教师记录学生出勤。
2. 协助维护课堂纪律，营造良好的学习环境。
3. 为需要帮助学生提供学习辅导，鼓励学生积极参与课堂活动。
4. 协助检查学生作业完成情况，并及时向任课教师反馈。
5. 主动观察课堂需求，积极协助教师完成各项教学任务。
6. 协助教师做好课堂教学准备及课后整理工作。
7. 当任课教师因特殊情况未能及时到达教室时，主动协助维持课堂秩序，组织学生复习或完成教师预先安排的学习任务，直至教师到达。

以上职责并不限于此，TA 应根据课堂实际情况，在任课教师指导下灵活提供协助。

同时，学校鼓励任课教师结合 TA 的能力和兴趣，为 TA 提供适当的教学实践机会，使 TA 能够在志愿服务过程中不断学习、成长并积累教学经验。

三、TA 申请资格 (Requirements)

申请泰城校区教学助理 (TA) 的学生应符合以下条件：

8. 年满 15 周岁，在读初中或高中学生。
9. 学习成绩及在校表现良好，具有责任心和团队合作精神。
10. 具备良好的中文听、说、读、写能力，能够进行基本的中文交流。

11. 具有服务意识，愿意主动帮助教师和同学。

符合以上条件者均可申请，希望中文学校泰城校区在校学生优先录取。

申请者需提交：

- TA 申请表
- 个人简历（Resume）
- 一封推荐信（Recommendation Letter）

学校将根据申请材料及面试结果综合评估录取。

四、TA 工作要求（Expectations）

为了帮助 TA 获得更好的实践体验和成长机会，学校希望每位 TA 认真履行职责，并遵守以下要求：

1. 工作认真负责，积极配合任课教师，主动参与课堂教学与管理；课堂期间不得使用手机处理与工作无关的事务。
2. 不建议担任父母所任教班级的教学助理。
3. 每学期开学初，应主动与任课教师沟通交流，完成自我介绍，交换联系方式，了解教师对 TA 的工作要求，并与教师讨论自己的学习目标和成长计划。
4. 每次值勤前，应到校区前台签到，准确记录服务时间。
5. 提前 5-10 分钟到达教室，协助教师完成课堂布置及课前准备工作。
6. 熟悉课堂教学内容和进度，在教师指导下，能够承担适当的教学辅助工作。
7. 助教应遵守学校规定，教室内禁止饮食。
8. 如因特殊原因无法按时到校或无法值勤，应尽早通知任课教师及 TA 负责人。
9. 如任课教师因特殊情况未能准时到达教室，应主动维护课堂秩序，组织学生进行复习或完成预先安排的课堂活动，确保课堂安全、有序。

五、指导与表彰

虽然希望中文学校泰城校区对 TA 有较高的要求，但学校也鼓励任课教师积极指导和培养 TA，为他们提供适当的教学实践机会。通过这种合作与实践，TA 不仅能够提升教学能力、组织协调能力、领导能力及沟通能力，还能为学校的发展和校园社区作出积极贡献。学校将记录 TA 完成的志愿服务时数，并根据学校志愿服务相关规定，将其计入学生社区服务（Community Service）时数。

每学年结束时，希望中文学校泰城校区将根据 TA 的志愿服务时数、社区服务时数、责任心、奉献精神及整体工作表现，评选并表彰：优秀教学助理（Outstanding Teaching Assistant）。对于达到一定志愿服务时数的 TA，学校还将颁发：社区服务时数表彰（Community Service Hour Recognition），以肯定他们的服务精神与贡献。

这些表彰不仅是对 TA 辛勤付出的认可，也鼓励他们持续追求卓越，并激励更多学生积极参与志愿服务，共同促进学校与社区的发展。

希望中文学校泰城校区理事会