

Elective Course Description

Course Name	Student Classroom Aide
Course Number	TBD
Length of Course	One Semester
Grade Level	9-12
Credit Type	0.5 Elective Per Semester
Grading Scale	A-F
Course Prerequisite	None
Course Summary	<p>Students will assist with clerical needs of the school office, library, or classrooms as assigned. Enrollment will be limited to one student aide per classroom per period and selection for this elective is based in part on general school attendance and conduct. The teacher of record for student aides will be expected to train the student in any special roles (such as copying, scanning, etc.) before expecting their classroom aide to perform a role requiring training.</p> <p>Workplace skills such as researching, typing documents, proofreading, and reception duties will be emphasized.</p> <p>Creativity in designing bulletin boards may be included.</p> <p>Secretarial skills such as correspondence, note taking, filing, making Amazon reorder lists, and running errands will most likely be involved.</p>

Primary Materials	Computer, Office Supplies, Copier, Scanner, Telephone
Standards	<p>I can perform duties assigned to me independently, asking for clarification as needed.</p> <p>I will be punctual.</p> <p>I can perform duties assigned to me in a trustworthy manner that demonstrates respect in the trust placed on me.</p> <p>I can demonstrate workplace skills.</p> <p>I can communicate professionally via written word and oral communication.</p> <p>I will use this opportunity to practice office skills.</p> <p>I will maintain confidentiality.</p> <p>I will be a positive role model to other students who may be in the classroom.</p>
Assessment	<p>Weekly grades are based on the following rubric.</p> <p>A classroom aide will:</p> <p>Cooperatively follow directions</p> <p>Stay on task with minimal supervision</p> <p>Thoroughly complete each assignment</p> <p>Exhibit a professional, mature persona</p> <p>Effectively utilize free time (does homework)</p> <p>Be punctual and set a good example to other students who may be in the classroom.</p>