

T.A. Duties

1. Be on time.
2. Bring homework.
3. All material and conversations are CONFIDENTIAL!!!!!! Do not discuss anything you see or hear!!!!!!
4. Do not get students out of class for any reason without authorization from a faculty member.
5. Being a T.A. is a class. Please willingly do anything you are asked to do.
6. You will be asked to run errands and other duties. Please do not complain.
7. If you are not busy you need to do homework or read – be busy.
8. When taking notes to classes, DO NOT hang out in the halls.
9. Always act professional. If there are parents or other adults in the counseling office you MUST be respectful and polite.
10. Please do not hang around the office/classroom when you are not assigned to be there and PLEASE do not ask to get out of other classes to help out in the office/classroom.

Counseling T.A./Peer Leader

1. Counseling T.A.'s/Peer Leaders will be trained in conflict management and asked to participate in "Conflict Management" with your peers. This is a very valuable process and very helpful to the Counselor's. You must be confident and willing to be a friend and a leader to many students while keeping all information confidential.
2. Counseling T.A.'s/Peer Leaders participate in approximately two activities per term such as befriending new students, helping with vision/hearing screening, participating in special workshops on critical topics, reading announcements over the intercom, holiday fund-raiser, Non-Violence week, and reading to kindergarten students.
3. While in the Counseling office you may hear information that you must keep confidential. Please take this responsibility seriously. Any violation of confidentiality will result in disciplinary action.