

Dance Teaching Assistant Program

Dancers who are currently enrolled in dance programs and are age 13 or above can apply for the Dance Teaching Assistant Program. This program is designed to give current students hands-on experience towards becoming trained dance instructors and mature leaders. Assistant approval is determined by the director and staff.

The opportunity to serve as a Dance Teaching Assistant is not only a great honor and responsibility, but also an invaluable learning experience that may result in future work references and teaching opportunities. Dance Teaching Assistants represent Gotta Dance Studio & Company and must be exemplary students and volunteers. Any misconduct, poor behavior, poor sportsmanship, disrespect of fellow dancers/instructors in classroom or at performance/events will result in an immediate termination of position.

All Teaching Assistants must begin the program as a volunteer. There are no guarantees for a paid position as a teacher and will be first-come-first-served based on experience and need. All assistants will be evaluated and assessed by the director and instructor periodically. Schedules are subject to change throughout the program year based on class enrollment.

Dance Teaching Assistant Requirements

	Primary Assistant	Secondary Assistant
Age Range	13-20 years	16-20 years
Skill Requirement	Proficient in skills taught at level assisting	Proficient in skills taught at level assisting
GDSC Dance Teaching Assistant Requirement	No experience assisting necessary; must be training in the discipline assisting in	3 years minimum experience as a Primary Assistant; must be training in the discipline assisting in
Absence Policy	3 absences per session (Fall & Spring)	2 absences per session (Fall & Spring)
Levels Allowed to Assist	Must have 4-year gap with enrolled dancers, or age-appropriate gap	Must have 4-year gap with enrolled dancers, or age-appropriate gap
Benefits Received	10% discount off 1 class in session assisting; resume-building experience; claim GDSC as a reference	20% discount off 1 class in session assisting; sub when needed at \$10/hour; resume-building experience; claim GDSC as a reference
Currently Enrolled in GDSC	2 years with GDSC or Competition/Performance member	4 years with GDSC or Competition/Performance member
# of Classes May Assist	1-3 classes (director discretion)	1-4 classes (director discretion)
Max Students enrolled in classes assisting	10/preschool, 14/regular	N/A
Min Students allowed in classes assisting	4	8

Dance Teaching Assistant Expectations

- Arrive 10-15 minutes before the scheduled class time.
- Be professional, and show enthusiasm without being disruptive.
 - Learn dancer names and work to connect with students.
- Notify instructor and assistant director if late or absent from assigned duties. (Please note: Dance Teaching Assistants could be dismissed if the maximum absences are exceeded.)
- Demonstrate proper technique, etiquette and behavior in the classroom, as well as the studio.
- Dress appropriately and follow dancer dress code for each class. Must be respectful, proactive and helpful in any task the instructor may ask.
 - Give corrections with confidence and in a positive way.

Dance Teaching Assistant Responsibilities

Primary Assistant Year 1	Primary Assistant Year 2	Primary Assistant Year 3	Secondary Assistant Year 4+
Take Attendance			
Assist students individually while instructor teaches entire class			
Demonstrate technique			
Assist dancers with shoe changes, if needed			
Bring students to/from restroom			
Assist with keeping students on task and focused			
Watch for potential safety hazards (untied shoe laces and poor spacing awareness while children are dancing)			
Assist with behavior/classroom control	Correct behavior and classroom misconduct		
Assist and demonstrate warm-ups	Occasionally lead warm-ups		
Demonstrate across-the-floor exercises	Occasionally lead across-the-floor exercises		
	Give choreography corrections		
	Intro to lesson plans	Help with lesson plans/create 1 for class	Create own lesson plans
	End of year: Create small combo for classroom use (non-recital)	Create 2-3 8ct choreography for each recital piece (2 per year)	Create 20+ second choreography for each recital piece (2 per year)
		End of year: Run 1 class from beginning to finish with instructor supervision	Run several classes throughout term

Previous year responsibilities are included in the succeeding years

After year 4 (Secondary Assistant status): Each assistant will be assessed on a case by case scenario in regards to teaching, co-teaching, etc. Once in a co-teaching or higher position, he/she will still be required to assist for a minimum of 2 years in the style of class they are co-teaching for. Also, in order to co-teach or teach a different style/genre, he/she must assist in that style for a year before being eligible. Finally, as a co-teacher/teacher of Gotta Dance Studio & Company, you are committing to GDSC exclusively with the exception of master or drop-in classes, i.e., no teaching/assisting or enrollment elsewhere for up to 2 years or until deemed ready for an independent contractor position.

How to Apply

- Complete the application and availability/commitment form.
- Qualified candidates are interviewed at the start of each session.
- Return all application materials and questions to: Assistant Director Kelly Sullins

Gotta Dance Assistant Application

Please check one: Volunteer Assistant Application Assistant Application

APPLICANT INFORMATION							
Last Name		First		M.I.		Date of Birth	
City		State		ZIP			
Phone			E-mail Address				
Parent Name							
Parent Phone							
Parent E-mail Address							
EDUCATION							
School			Grade				
G.P.A.			When will you graduate?				
REFERENCES							
Please list professional or personal references.							
Full Name				Relationship			
Company				Phone			

E-mail Address			
Full Name		Relationship	
Company		Phone	
E-mail Address			

CLASSES CURRENTLY ENROLLED IN AT GOTTA DANCE STUDIO & COMPANY

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
End time							

Specific Conflict Dates:

Preferred Instructors (placement not guaranteed):

COMMITMENT AND SIGNATURE

I agree to participate in the Dance Teacher Assistant Program for an entire program year (fall through spring).

I understand that if I am unable to continue my commitment, I will notify the instructor and assistant director two weeks in advance with a written explanation.

I understand that if I do not complete the year or meet all the requirements that I will not be eligible for the class discount benefit.

I agree to attend the classes I am committed to.

I agree to arrive at least 10 minutes before class and not leave until the class is complete.

I agree not to be absent for more than 2/3 absences a session.

I agree to abide by all the rules set forth by the instructor and assistant director.

Applicant Signature	Date
Parent Signature (for volunteer applicants)	Date

