

**Metropolitan Learning Center
Library/Media Assistant & Office Assistant contract**

Office Assistant- This offering is open to students who are qualified to assist secretaries with various office duties. Office assistants are expected to be on time and work in a professional manner (do daily work without being asked, handle the counter and phones when needed). If the office is slow you will be expected (without asking) to bring class work to keep busy. Students will earn .5 credit per semester and will be graded as Pass or No Pass.

Library/Media Assistant- This opportunity provides students with a chance to learn procedures for processing books, assisting staff and students, and navigating the circulation system, catalog, online databases, and online resources. The student will hone their own research skills and their own public relation skills by interacting with both students and teachers. They will help to promote library events, and exhibit good attendance, a positive attitude, and a collaborative spirit. Students will earn .5 credit per semester and will be graded as Pass or No Pass.

Students may not take more than 1 credit per school year in any ONE of the 4 assistant and apprentice positions.

Staff Agreement.

I understand that this student will earn .50 credit per semester for being an Assistant , and will be graded as Pass or No Pass. I agree to keep this student actively engaged in work in my room during the assigned period, except for occasional errands. I understand my responsibility to have an adult supervisory presence in rooms where my Assistant is working.

I agree to monitor the Assistants attendance, to demand that the Assistant be on time and to stay in the room until the end of class. My Assistant will have no access to confidential student information such as that on Synergy. I understand that one Assistant per period is the norm. *More than one Assistant per period is an exception that requires a vice-principal's approval.*

I will have enough work for the Assistant. The kinds of work the Assistant will do for me are:

I (staff name) _____ agree to have (student name) _____ as my Assistant and verify that I will have enough work to keep them busy.

Staff Signature: _____ Date: _____

Time (circle): period 1 2 3 4 5 6 7 8 **Semester:** 1 2

I (student name) _____ agree that in order to earn credit as an Assistant I will be on time, complete assigned tasks, and will comply with the teachers expectations of a Assistant

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____