

RRMS Student Aide Application

SY 09-10

In order to be considered as a student aide, this application must be filled out. The students will be selected based on their skills and a staff member recommendation.

Do you have any of the following qualifications? **Circle** all that apply to you.

- ✓ Responsible: willingness to do what is requested and ability to follow directions.
- ✓ C average or above.
- ✓ Respectful and assertive at all times: **NO behavioral referrals.**
- ✓ Friendly; ability to answer the phone with a pleasant voice and respond appropriately by transferring calls, writing messages, or getting staff to address the call.
- ✓ Past experience as a student aide in another school. Which office? _____
- ✓ Ability to file, use basic math skills, and alphabetize.
- ✓ Ability to type and knowledge/use of the computer.
- ✓ Easy to get along with and a sense of humor.
- ✓ Willingness to dress appropriately; conscientious of appearance; and willing to dress in a manner that reflects being in a student aide position in a principal's office.

If you have answered at least five of these, please fill out the rest of this application.

Name: _____ Age: _____ Current School: _____

Favorite subject: _____ Your phone number: _____

Staff member name who will recommend you: _____

Position: _____ Staff member phone number: _____

Respond to the following questions:

1. In addition to the qualifications listed above, what personal strengths or characteristics do you have that will make you a good student aide?

2. If you are selected as a student aide, what do you expect you will do to assist office staff?

3. How would you handle the following situation? You are in the office waiting for the office staff to return from an errand. A parent who is very angry, comes to the office and demands to see someone right away. What would you do? What would you say to him/her?

Thank you for applying to be a student aide!

I swear that the information I provided is true and that I am willing to use the skills identified to assist in an office setting. Your signature/date of application: _____

Office notes/selection determination: _____

Staff Recommendation for Student Aide Position

Re: _____ School: _____
(student name)

Staff Name: _____ Position: _____ Phone: _____

The student identified above has made a request to become a student aide at RRMS for Fall 2009. Your name was provided as someone who would recommend this student. Thank you for taking the time to complete this recommendation. Please give this recommendation (in a sealed envelop) to the student to return with the application OR send it to RRMH, attention: Mr. J. Calloway or Ms. A. Torres.

Student name: _____ Grade in 09-10: _____

How conscientious is this students in terms of turning in work, following through on tasks that are assigned, and/or willingness to volunteer to help?

X _____ X _____ X _____ X _____ X _____
Always Most of time Half of the time Not often Rarely

How well does this student do at participating in class and engaging in class activities?

X _____ X _____ X _____ X _____ X _____
100% of time Most of time Inconsistent Often off task Frequently off task

How much motivation or interest in learning does this student demonstrate?

X _____ X _____ X _____ X _____ X _____
Always engaged Most of time Inconsistent Very little None

How would you rate this student's sense of responsibility and demeanor in a social setting?

X _____ X _____ X _____ X _____ X _____
Excellent Very Good Inconsistent Poor Not evident

Is this student trustworthy? Would s/he be able to maintain confidentiality in an office where students and parents are engaged with staff regarding academic or behavioral issues?

X _____ X _____ X _____ X _____ X _____
Extremely Most of the time Generally Not really Definitely Not

Has this student exhibited any behavioral problems that would interfere with the classroom environment or others' ability to learn?

If there are any other comments you could make on the student's behalf to help us make a decision, please comment below. Thanks so much!

Staff Member Signature: _____