



EDE Teacher's Assistant Helper Policy

Purpose

The Teacher's Assistant Program provides experienced dancers with an opportunity to develop leadership, mentorship, and teaching skills while supporting instructors in creating a positive and engaging learning environment for younger dancers. TA's serve as role models and assist instructors with class management and student encouragement.

TA's are volunteers and are not employees or substitute instructors.

A Message from the Board of Directors

Thank you for your willingness to serve as a Student Teacher's Assistant at Ellensburg Dance Ensemble. By volunteering your time, enthusiasm, and experience, you are making a meaningful difference in the lives of our youngest dancers while developing valuable leadership skills of your own.

Our Teacher's Assistants play an important role in creating a welcoming, encouraging, and positive classroom environment. Younger dancers benefit from having older students to look up to as mentors and role models, while volunteers gain confidence, responsibility, communication skills, and experience working with children—qualities that will serve them well both inside and outside the studio.

As a nonprofit organization, EDE is built on the generosity of volunteers who believe in our mission of making high-quality dance education and performance accessible to our community. Your commitment strengthens our programs, supports our instructors, and helps ensure that every dancer receives the encouragement and attention they need to thrive.

On behalf of the Board of Directors, our faculty, and the families we serve, thank you for choosing to invest your time and talents in our studio. We are grateful for your dedication and are excited to have you as an important part of the EDE community.

Eligibility Requirements

To be considered as a Teacher's Assistant, a dancer must:

- Be at least **10 years of age**.
- Be currently enrolled at The Studio by EDE.
- Be recommended by their current dance instructor.
- Receive final approval from the Studio Director.
- Demonstrate maturity, responsibility, reliability, and positive leadership.
- Have prior experience and proficiency in the dance style for which they will be assisting (for example, a ballet helper must have appropriate ballet training, and an acro helper must have acro experience).

Selection as a Teacher's Assistant is a privilege, not an entitlement, and appointments are made based on the needs of the studio.

Commitment

Teacher's Assistants are expected to commit to the program for the entire dance season (September through June).

Responsibilities include:

- Attending every assigned class whenever possible.
- Arriving before class begins to help prepare the studio.
- Remaining for the entire class.
- Assisting their instructor during classes as directed.
- Participating in rehearsals and assisting during the Annual Showcase in June.
- Providing advance notice to the instructor if they must miss an assigned class due to illness or another unavoidable conflict.

Because consistency is important for young dancers, Teacher's Assistants are expected to maintain regular attendance throughout the season.

Responsibilities

Teacher's Assistants may:

- Welcome students and help them feel comfortable.
- Demonstrate dance exercises or combinations when requested.
- Assist with stretching and warm-ups under instructor supervision.
- Help maintain class organization and transitions.
- Encourage students with positive reinforcement.
- Assist with costume organization, props, and backstage needs during performances.
- Dance onstage with their class during the annual showcase (if requested).
- Help maintain a safe, respectful, and positive classroom environment.

Teacher's Assistants may **not**:

- Teach class independently.
- Choreograph or alter class curriculum without instructor approval.
- Discipline students beyond simple reminders or redirection.
- Be left in sole supervision of students.
- Administer first aid or medical care.

The instructor remains responsible for all instruction and classroom management.

Professional Expectations

Teacher's Assistants are expected to:

- Demonstrate excellent sportsmanship and respect.
- Model appropriate behavior and studio etiquette.
- Wear appropriate dance attire and arrive prepared.
- Follow instructor directions promptly.
- Maintain confidentiality regarding students and families.
- Represent EDE in a positive and professional manner at all times.

Failure to meet these expectations may result in removal from the program.

Volunteer Service

Participants may request documentation of volunteer or community service hours for schools, honor societies, scholarship applications, or other organizations. The Studio Director will verify hours or sign paperwork upon request.

Compensation and Tuition

Teacher's Assistants are volunteers.

- Teacher's Assistants **do not receive financial compensation** for assisting in classes.
- Teacher's Assistants **are not charged tuition** for the class in which they are serving as a helper.
- Participation as a Teacher's Assistant does not reduce tuition for any other classes in which the student is enrolled.

Selection and Removal

The Studio Director reserves the right to appoint, reassign, or remove Teacher's Assistants at any time based on:

- Studio needs
- Attendance
- Reliability
- Conduct
- Performance of assigned responsibilities
- Compliance with studio policies

Removal from the program may occur with or without prior warning if it is determined to be in the best interest of the students or the organization.

Acknowledgement

Participation in the Teacher's Assistant Program indicates agreement to follow all studio policies and the expectations outlined in this document.

EDE values Teacher's Assistants as emerging leaders who contribute to a supportive learning environment and help inspire the next generation of dancers.