



Dance Teaching Assistant Program

Dancers who are currently enrolled in Arlington Heights Park District dance programs and are age 12 or above have the opportunity to 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. Schedules are determined by Cultural Arts administrative team and are considered a great honor and responsibility.

The opportunity to serve as a Dance Teaching Assistant is an invaluable learning experience and may result in future work references and teaching opportunities. Dance Teaching Assistants represent the Arlington Heights Park District dance program and must be exemplary students and volunteers. Any misconduct, poor behavior, poor sportsmanship, disrespect of fellow dancers/instructors in classroom or at park district facilities/events will result in an immediate termination of position.

All Teaching Assistants must begin the program as a volunteer. Limited paid positions are available for volunteer assistants to apply for, beginning at age 16. All assistants will be evaluated and assessed by the instructor and Cultural Arts Administrative team periodically. Schedules are subject to change throughout the program year based on class enrollment.

Dance Teaching Assistant Requirements

	Volunteer Assistant	Paid Assistant
Age Range	12-23 years	16-23 years
Skill Requirement	Proficient in skills taught at level assisting	
AHPD Dance Teaching Assistant Requirement	N/A	1 Year Minimum
Absence Policy	3 Absences/Session	2 Absences/Session
Levels Allowed to Assist	Must have 4 year gap with enrolled dancers, or age-appropriate gap	
Benefits Received	10% discount off 1 class in session assisting	Paid Hourly
Currently Enrolled in AHPD Dance	Minimum 1 class	N/A
# of Classes May Assist	1-3 classes/session	1-4 classes/session
Max Students enrolled in classes assisting	10/preschool, 12/regular	N/A
Min Students allowed in classes assisting	N/A	10

Dance Teaching Assistant Expectations

- Arrive 10-15 minutes before the scheduled class time.
- Show enthusiasm without being disruptive.
- Learn dancer names and work to connect with students.
- Notify Dance Instructor, Cultural Arts Coordinator and Cultural Arts Supervisor if they will be late or absent from assigned duties. Absence policy refers to excused or unexcused absences, and Dance Teaching Assistants could be dismissed if the maximum absences is exceeded each session.
- Demonstrate proper technique, etiquette and behavior in assisting classroom and all dance classes as a dancer.
- Dress appropriately and follow park district dress code for each class.
- Must be respectful, proactive and helpful in any task the instructor may ask.
- Give corrections with confidence and offer corrections in a positive way.

Dance Teaching Assistant Responsibilities

Responsibilities					
Volunteer Assistant Year 1	Volunteer Assistant Year 2	Volunteer Assistant Year 3	Volunteer Assistant Year 4	Volunteer Assistant Year 5	Paid Assistant
Take Attendance					
Assist students individually while instructor teaches entire class					
Give out stamps and handouts					
Demonstrate technique					
Assist dancers with shoe changes, if needed					
Bring students to/from restroom					
Watch for potential safety hazards (untied shoe laces and poor spacing awareness while children are dancing)					
Assist with keeping students on task and focused					
Offer encouragement to dance students during class					
Positive and helpful role model					
Hand out props used			Set up items to be used in class		
Assist with behavior/classroom control			Correct behavior and classroom misconduct		
Assist and demonstrate warm-ups			Occasionally lead warm-ups		
			Give technique and choreography corrections		
Demonstrate across-the-floor exercises			Occasionally lead across-the-floor exercises		
				Run 1 class from beginning to finish with instructor supervision	
				Assist with lesson plans	
				Occasionally create choreography for classroom use (non-recital)	

How to Apply

- Complete the application.
- Return application to Administration Center: 410 N. Arlington Heights Rd, c/o Cultural Arts Supervisor or KDonahue@ahpd.org.
- Qualified candidates are interviewed on a rolling basis.

ARLINGTON HEIGHTS PARK DISTRICT

Volunteer Dance Teaching Assistant Application



APPLICANT INFORMATION

Last Name		First		Date of Birth	
Phone		E-mail Address			
Parent Name					
Parent Phone					
Parent E-mail address					
Grade		School			

AHPD INSTRUCTOR REFERENCES

Please list AHPD Dance Instructors that could provide a reference regarding your dance dedication, ability and attitude.

Instructor		Instructor	
Instructor		Instructor	

TELL US ABOUT ANY PREVIOUS WORK OR VOLUNTEER EXPERIENCE YOU MAY HAVE

CLASSES CURRENTLY ENROLLED IN AT ARLINGTON HEIGHTS PARK DISTRICT

COMMITMENT AND SIGNATURE

- I agree to participate in the Dance Teacher Assistant Program for an entire program year (fall through summer).
- I understand that if I am unable to continue my commitment, I will notify the Cultural Arts Supervisor 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 3 absences a session.
- I agree to abide by all the rules set forth by the Instructor and Cultural Arts Supervisor.
- I understand placement into a class is not guaranteed.

Applicant Signature	Date
Parent Signature	Date

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
End time							

Specific Conflict Dates
Preferred Instructors (placement not guaranteed)

ARLINGTON HEIGHTS PARK DISTRICT

Paid Dance Teaching 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			

PREVIOUS WORK OR VOLUNTEER EXPERIENCE

Company #1	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company #2	Phone	
Address	Supervisor	

Job Title	
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company #3	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
CLASSES CURRENTLY ENROLLED IN AT ARLINGTON HEIGHTS PARK DISTRICT	
COMMITMENT AND SIGNATURE	
<p>I agree to participate in the Dance Teacher Assistant Program for an entire program year (fall through summer).</p> <p>I understand that if I am unable to continue my commitment, I will notify the Cultural Arts Supervisor two weeks in advance with a written explanation.</p> <p>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.</p> <p>I agree to attend the classes I am committed to.</p> <p>I agree to arrive at least 10 minutes before class and not leave until the class is complete.</p> <p>I agree not to be absent for more than 3 absences a session.</p> <p>I agree to abide by all the rules set forth by the Instructor and Cultural Arts Supervisor.</p> <p>I understand placement into a class is not guaranteed.</p>	
Applicant Signature	Date
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Start time</i>							
<i>End time</i>							

<i>Specific Conflict Dates</i>
<i>Preferred Instructors (placement not guaranteed)</i>