



GCJ STUDENT AIDE APPLICATION

**APPLICATIONS MUST BE RETURNED TO GUIDANCE OFFICE
NO LATER THAN
MARCH 1, 2017**

REQUIREMENTS:

- 1. No disciplinary referrals**
 - 2. At least a B average (3.0)**
 - 3. Good Attendance Record**
 - 4. Completion of essay (see page #2)**
 - 5. Parent signature (see page #2)**
 - 6. Teacher recommendation (see page #3)**
 - 7. Must be a self-starter and willing to do a variety of tasks**
- Student Aide is a Year-Long elective class. Students will be required to remain in the position for the entire year.**

STUDENT AIDE APPLICATION

STUDENT NAME _____

Please indicate your preference by numbering (1-3) where you wish to be placed. *Although we will make every attempt to schedule your first choice, your preference is not guaranteed and subject to scheduling constraints.*

_____ **Front Office** – Responsibilities include greeting visitors, answering phone, distributing student passes and assisting Mrs. Dufour with general office duties.

_____ **Media Center** – Students will be responsible for assisting Mrs. DiRocco, Media Specialist and Mrs. Warner, Media Assistant in various capacities including shelving books, preparing books and general media center duties. As needed, students will also assist the Guidance Department including directing new students on location of classes and distributing student passes.

_____ **Yearbook-** Students will assist the Mrs. Crosby, with the GCJ yearbook.

_____ **Band Class** – Students must have previous experience in Band and be willing to assist beginning band students in a variety of ways and Band Director, Ms. Whiddon as needed.

_____ **Culinary Class** – Students must have taken Culinary as a 7th grader. Student will assist Mrs. Nergard in preparing kitchen and various labs.

_____ **Art Class-** Students must have taken Art as a 7th grader. Students will assist Mrs. Crosby in various capacities.

ESSAY (Minimum 150 words) *Write an essay about the skills and character qualities you can bring to the job of student aide and why you have selected the above placement. (You may attach a typewritten essay to this form).*

PARENT APPROVAL _____ **DATE** _____

GCJ STUDENT AIDE TEACHER RECOMMENDATION FORM

STUDENT INSTRUCTIONS:

1. Write your name below
2. Indicate the position you are applying for
3. Write your teacher's name below
4. Give to the teacher

TEACHER INSTRUCTIONS:

Please complete Recommendation below and return to:

Guidance by March 1, 2017

STUDENT AIDE CRITERIA IS AS FOLLOWS:

- o At least a 3.0 GPA
- o Excellent character; i.e. integrity, honesty, confidentiality
- o Initiative and self-starter
- o Good Attendance Record/No disciplinary referrals

STUDENT NAME: _____

POSITION APPLYING FOR: _____

TEACHER NAME: _____

RECOMMEND: YES _____ **NO** _____

PLEASE COMMENT:

TEACHER SIGNATURE: _____

***DO NOT RETURN FORM TO STUDENT -
RETURN TO MRS. MASON IN GUIDANCE BY
MARCH 1, 2017***