

Teaching Assistant (TA) Guidelines

1. **Teaching Assistant Registration Requirements** – Teaching Assistant must be in 9th or above school grade and must be 14 years old on first day of Marlboro Hindi School (MHS).
2. In addition to the above requirements the following criteria are equally important in the selection process:
 - a. Prior MHS TAs
 - b. Passing both Advance 1 and Advance 2 classes in good standing at the Marlboro Hindi School.
 - c. Hindi speaking proficiency.
 - d. Teachers recommendations about attendance, discipline, Hindi skills.

Note: Students who are not selected in the current session are encouraged to register in Advance 2 class to further increase their Hindi speaking and Hindi writing skills. They can also work on special assignments such as prepare for debates, help with school newsletter to earn service hours. They will get preference in next year TA selection.

3. **Minimum 28 weekends of attendance** – MHS is planned to open for 35-38 weekends, including three celebration days - Fall, Spring and Last Day of the School for which TA attendance is mandatory. TAs must inform class teacher if they cannot attend the MHS on any Saturday or for any tardiness. The TA must seek prior permission from the class teacher, copying to principal of the school if unable to attend any of these events.
4. **\$250 Security Deposit and Service / Leadership Hours Guidelines** – A deposit of \$250 is required from TA applicants to insure minimum 28 days attendance.
 - a. The TAs with 28 days or more attendance will be refunded the full amount of \$250 at the end of school year. They will also receive service and leadership hours for their services.
 - b. The TAs with 20-27 days attendance will **not** be refunded \$250 at the end of school year. However, they will be eligible to receive service and leadership hours for their services.
 - c. The TAs with less than 20 days attendance will **not** be refunded \$250 at the end of school year, and also they will not receive any service and leadership hours.
 - d. **50% Service Hours and 50% Leadership Hours** – Example, if total hours at the end of year are 60 then 30 hours will be counted as service hours and 30 as leadership hours
5. **In addition to above attendance requirements, TAs must Support one of the following events**
 - a. Marlboro Day Parade
 - b. Marlboro Beautification Day
 - c. Senior Citizens Visit

These are normally in the months of April and May. *Please note carefully that the TAs who do not attend one of the above events shall be eligible for \$150 refund instead of \$250 refund.*

On time arrival – You must report to the security in time and any tardy can affect your service and leadership hours for that day. The success of MHS depends to a large extent on time check-in and check-out.

Attendance at Security – Security at the main door will monitor the attendance electronically. If security does not have record you will be considered absent for the day. If you come early and if security officers are not available then in this situation you must see security before you leave the school. That is, it is your responsibility to let the security know that you are in for the day. We sincerely appreciate your cooperation in this regard.

A Genuine Request – We understand that TA applicants are also involved in their school and other activities. We have carefully counted for these factors in **Minimum 28 Saturdays of attendance out of 35-38 Saturdays**. If you cannot make commitment or are unable to meet the above requirements we request you to please withdraw the application so that there are no regrets at the end of the year.

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General Discipline Guidelines

- Dress code per MBOE guidelines, visit Marlboro Public School district website for details.
- Do NOT play in the gym or auditorium
- No chewing gum in classrooms
- No cell phone usage in the classrooms without class teacher's permission
- Unacceptable Behavior such as Bullying, Screaming, Fighting, Pushing/Shoving, Inappropriate touching, Breaking and/or displacing class room material will NOT be tolerated.

Thank you for your interest. We look forward for an exciting and successful school year.

Sincerely,
Bishan Agrawal, Ph.D.
Principal, Marlboro Hindi School

Thursday, August 3, 2017