



Assistant Teacher Checklist

When You Arrive

- Check in with the Lead Teacher and ask how to help
- Greet students in the lobby and engage with them
- Check with front desk for any immediate needs

During Camp

- Welcome students by name as they walk into the classroom
- Prep materials (paint, palettes, pencils)
- Support students—especially those needing extra help
- Lead or assist with group games—At the end of camp before parent pick up play a game with the students (e.g. Simon Says, 7Up, Pictionary, etc.)
- Label Student Artwork
- Maintain cleanliness
 - Sinks
 - Clean brushes
 - Wipe desks
 - Cover the desks with a newsprint matt
 - Sweep floors
 - Sharpen pencils/ Sort pencils, colored pencils, markers
 - Clean watercolor palettes
 - Organize supply drawers
 - Take out the trash if trash is $\frac{3}{4}$ full. Help front staff by adding the lobby trash into your trash bag before taking out/ put in a new trash liner
 - Help students put away their art projects
 - Ensure students have their belongings (artwork, lunch, water bottles)
 - Ensure all artwork is labeled with student's name
 - Ask the Lead Teacher "how else can I help you?"

After Camp

- Ensure students have their belongings (artwork, lunch, water bottles)
- Before students leave class compliment them on something great they did that day.
- If you are working the AM camp, take your students to the lunchroom and stay with them until the next shift arrives.
 - If you are working the PM camp, and your checklist is completed before 4:30pm, go and hang out with the extended care students. Do not leave before 4:30pm. Help wherever you are needed.
 - Check with teacher before leaving

Student Interaction Tips

- Be proactive—don't wait to be asked
- Build relationships by asking simple questions

Reach out to students that need extra help. You can engage with students one-on-one, or in small groups. Look for ways to help the students who may be struggling to keep up with the art project, becoming frustrated, or feeling restless—go sit next to them and help them. Be proactive! Don't wait for the teacher to direct you to help a student. When you talk to the students, help them feel special.

Look for students that are alone. Go talk to them, you will notice other kids will come over and join in. This will help the lonely student make friends.

Get to know the students in your class! Students love when you give them attention--just chat! You can ask them the following questions.

- Do you have a pet?
- Have you ever been to art camp before?
- What is your favorite art project?
- Are you going on a trip to a cool place?
- What's your favorite game?
- What's your favorite TV show?