

PREMIERE / DANCE PROJECT

Student Assistant Mentorship Program Handbook

2022-2023

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INTRODUCTION

Welcome to the Student Assistant Mentorship Program Handbook. In this Handbook you will find a general overview, the application process, and requirements for this program. Becoming a student assistant through Premiere's mentorship program will give dancers confidence, skills & tools that can be taken with them throughout the rest of life. This program is co-directed by Miss Aunica & Miss Natalie.

General Questions

natalie@premieredanceproject.com

PROGRAM OVERVIEW

The Student Assistant Mentorship Program has been designed to focus on skill development with an emphasis on leadership training. This program offers an exciting opportunity for experienced dancers to expand their knowledge while contributing to their dance community and assisting in dance classes. Students will have meetings, training courses, and assignments throughout the duration of the season.

APPLICATION PROCESS

Any students over the age of 8 may choose to submit an application to our Student Assistant Mentorship Program. Applications must be submitted by July 8th, 2022 to be considered for the 2022-2023 season. Application forms can be found on our website.

Student Assistant Application Criteria

- Ages 8+
- Dedicated to the studio
- Great attendance
- Positive role model
- Interested in learning more about leadership and what it means to be a dance teacher

Application Process

- Application Submitted by July 8th, 2022
- In-Person Interview
- Demonstrative Interview In Classroom Setting (new student assistants only)

**applicants may be rejected at any point in the process*

COMPENSATION

All incoming Student Assistants will receive a \$5 / hr stipend applied to his or her Premiere account for "assisting" hours. This stipend will be posted at the end of each month and can be spent on apparel, recital fees, costumes, etc... Student Assistant stipends will not be automatically deducted from monthly tuition.

All assisting hours must be documented via the 'Time Clock' binder. Student assistants are responsible for logging all hours and will learn how to properly document hours during the first semesterly training. Hours not documented will not be compensated. Compensation will be added to your dancer's online account one day prior to the 1st of each month.

ATTIRE

All student assistants will be **expected** to follow the Premiere dress code during class. Not following the dress code could result in removal from the program. It is very important that student assistants set great examples with attire & behavior for the younger students.

Appropriate Examples -

- Leggings
- Form Fitting Tank Tops
- Leotards / Tights
- Correct Shoes
 - Tap Shoes are required for any class that includes tap.

Inappropriate Examples -

- Sweatpants / Running Shorts
- Loose Tops
- T-Shirts
- Loose Sweatshirts
- No Shoes

EXPECTATIONS & RESPONSIBILITIES

GENERAL RESPONSIBILITIES

Student assistants will be expected to fulfill all responsibilities & expectations outlined below -

- Attend all semesterly training sessions
- Attend weekly assigned classes -
 - Wear appropriate attire
 - Arrive to class 5 minutes early & greet students
 - Be engaged in class & interact positively with all students, staff, and peers
 - Listen to & follow through with instructor's preferences / asks
- Assist with one outside event or activity / year (Flash Classes, Event, 6 Week Session, etc.)
- Log all assisting hours in the 'Time Clock' binder
- Attend monthly meetings via Zoom
- Complete one hands-on teaching task & written reflection each month
- Assist parents in communicating & arranging substitutes (if necessary)

CLASSROOM RESPONSIBILITIES

During class, student assistants are expected to take charge of all issues listed below BEFORE the teacher has to step in. This allows the teacher to build the overall classroom experience without distraction.

- Excessive Talking
- Distracted Students - unfocused, crying, sitting down, etc.
- Students Leaving / Entering the Room

Student assistants may also be asked to assist with the following tasks during class -

- Getting students into circle / on stickers
- Getting / putting away props
- Assisting in managing behavioral issues
- Demonstration
- Bathroom breaks
- "Catching" lines
- Tying shoes
- Other tasks as assigned

MEETINGS & TRAININGS

SEMESTERLY TRAININGS

Prior to the start of each semester, student assistants will be required to attend a one-day mandatory training. Students must attend to participate in this program.

- 2022 Dates TBD

MONTHLY MEETINGS

The Student Assistant Mentorship Program will have monthly meetings via zoom. All student assistants will be required to attend. During these meetings, program directors will discuss successes & challenges, give assignments, and provide a short lecture regarding leadership & teaching. Student assistants are allowed 2 absences from monthly meetings.

HANDS-ON TEACHING TRAINING

Each month, student assistants will be assigned one task to complete in class. Following the completion of this task, student assistants are required to complete a short written reflection that is due by the next monthly meeting. Teachers may assign other tasks / responsibilities during class to optimize the student experience and provide additional hands-on training.

SUBBING

If student assistants are in need of a substitute parents will be responsible for helping the student assistant find a replacement. Substitutes must be other members of the Premiere Student Assistant Mentorship Program. Parents can communicate with other

student assistant parents via group chat or email. All changes must be finalized by emailing Natalie at "natalie@premieredanceproject.com". Student Assistants are responsible for logging all subbing hours in the 'Time Clock' binder.

ADDITIONAL OPPORTUNITIES

Premiere Student Assistants will have additional opportunities throughout the season to assist with Flash Classes, Six Week Sessions, Events and Birthday Parties. Student Assistants are required to assist with at least one opportunity outside of their regularly scheduled class each semester.

CODE OF CONDUCT

Premiere Dance Project holds Student Assistants to high moral standards. Students should always respect all team members, instructors and students. Student Assistants will be expected to be fully engaged in this program by completing all tasks & assignments, putting forth a positive & dedicated attitude, and being present. Failure to follow the rules & responsibilities listed in this Handbook may result in removal from the Student Assistant Mentorship Program.