

PREMIERE DANCE PROJECT

Student Assistant Mentorship Program Handbook

2023-2024

TABLE OF CONTENTS

2	INTRODUCTION
2	PROGRAM OVERVIEW
2	APPLICATION PROCESS
2	COMPENSATION
3	TIERED PROGRAMING
4	ATTIRE
4	EXPECTATIONS & RESPONSIBILITIES
5	MEETINGS & TRAININGS
5	SUBBING
5	ADDITIONAL OPPORTUNITIES
6	REWARD SYSTEM
7	CODE OF CONDUCT

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 directed by Melissa.

General Questions -
melissa@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 9 may choose to submit an application to our Student Assistant Mentorship Program. Applications must be submitted by August 1st, 2023 to be considered for the 2023-2024 season. Application forms can be found on our website.

Student Assistant Application Criteria -

- Ages 9+
- Dedicated to the studio
- Great attendance
- Positive role model
- Interested in learning more about leadership & teaching dance

Application Process -

- Application Submitted by August 1st, 2023
- In-Person Interview
- Demonstrative Interview In Classroom Setting (new student assistants only)

COMPENSATION

Students participating in the Student Assistant Mentorship Program will be compensated based on their assigned "tier" (see below). 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. Student Assistant stipends 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 deducted from monthly tuition.

TIERED PROGRAMING

In order to promote development & growth, the Student Assistant Mentorship program is divided into 3 tiers - helper, assistant, and co-teacher. Each tier is outlined below -

HELPER	ASSISTANT	CO-TEACHER
<p>\$5 / Hour</p> <p>REQUIREMENTS - Attend Semesterly Training Assist Weekly Classes Assist w/ 1 Additional Opportunity</p> <p>QUALIFICATIONS FOR ADVANCEMENT - 3 Full Years in Mentorship Program OR Teacher Recommendation(s) Complete Self-Reflection & Action Plan</p>	<p>\$8 / Hour</p> <p>REQUIREMENTS - Attend Semesterly Training Assist Weekly Classes Assist w/ 1 Additional Opportunity Lead Sections of Class (i.e. - warm-up, stretch, attendance, game)</p> <p>QUALIFICATIONS FOR ADVANCEMENT - 5 Full Years in Mentorship Program OR Teacher Recommendation(s) Complete 5 Instructor Viewing Hours Complete 2 Continuing Education Hours Assemble Co-Teacher Portfolio</p>	<p>\$12 / Hour</p> <p>REQUIREMENTS - Assist Weekly Classes Alternate Teaching w/ Premiere Instructor Attend Bi-Monthly 1:1 Meetings w/ Mentorship Director Substitute when Needed</p> <p>SEMESTERLY REQUIREMENTS - Attend Semesterly Training Attend Premiere Teacher Training Complete 5 Instructor Viewing Hours Complete 2 Continuing Education Hours Maintain / Update Co-Teacher Portfolio</p>
<p>SELF REFLECTION / ACTION PLAN</p> <p>To graduate to assistant status, you must complete the Self-Reflection & Action Plan worksheet. The purpose of this worksheet is to challenge you to reflect on your past experiences and creative achievable goals for the near future in your leadership role.</p> <p><i>Worksheet available upon request.</i></p>	<p>CO-TEACHER PORTFOLIO</p> <p>To graduate to Co-Teacher status, you must compile the items listed below and create a portfolio. All aspects of the portfolio must be handwritten or typed and printed out and put into an organized binder. The portfolio must include:</p> <ul style="list-style-type: none"> ● Resume ● 3 Introductory Lesson Plans (Choose 3 Different Classes) ● List of go-to dance class games (at least 10) ● Reflection from 5 Instructor Viewing Hours ● Reflection from 2 Continuing Education Hours ● 30 Day Goals & Action Plan ● 90 Day Goals & Action Plan 	

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.

APPROPRIATE ATTIRE -

- Leggings
- Form Fitting Tank Tops
- Leotards / Tights
- Correct Shoes (including tap)

INAPPROPRIATE ATTIRE -

- 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
- Log all assisting hours in the "Time Clock" binder
- Attend bi-monthly meetings
- Complete bi-monthly hands-on teaching task & written reflection
- Assist parents in communicating & arranging substitutes (if necessary)
- Notify director of all class absences

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 semesterly training to participate in this program.

- FALL TRAINING DATE (TBD)
- SPRING TRAINING DATE (TBD)

BI-MONTHLY MEETINGS

The Student Assistant Mentorship Program will have bi-monthly meetings at the studio. All Student Assistants will be required to attend. During these meetings the program director will discuss successes & challenges, reflection assignments, upcoming teaching tasks and a lesson. Student assistants are allowed 2 absences from monthly meetings.

HANDS-ON TEACHING TRAINING & REFLECTION

Bi-monthly, 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 bi-monthly meeting. Directors may assign other tasks / responsibilities during class to optimize the student experience and provide additional hands-on training. Student assistants will also have the opportunity for periodic observations and feedback from the director.

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. All changes must be finalized by emailing Melissa at "melissa@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 Short Term Classes, Monthly Student Events, and Quarterly Community Events.

REWARD SYSTEM

The Student Assistant Mentorship Reward System promotes motivation & accountability among students in the program by providing students with a tangible reward when they go above & beyond. Students are encouraged to work harder & stay accountable for their actions. Below is an outline of the activities & rewards students can earn through the accumulation of points -

ACTIVITY	POINTS
Substitute a Class	1
Assist w/ 1 Day Clinic or Class	1
Assist w/ Community Event	1
Assist w/ Student Event	1
Complete the Bi-Monthly Reflection	1
Attend the Bi-Monthly Meeting	1
Assist 6 Week Session	2
Attend Semesterly Training	3
Achieve Perfect Attendance (per semester)	4
Failure to Notify Student Mentorship Director of Absence	- 1

REWARD	POINTS
Premiere Sticker	4
Dress Down Card	6
Snack Punch Card	15
Premiere Apparel (\$15 - \$35)	20
Premiere Apparel (\$36 - \$50)	25
Private Lesson	25

CODE OF CONDUCT

Premiere Dance Project holds Student Assistants to high moral standards. Students should 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 attitude, showing dedication, and being present. Failure to follow the rules & responsibilities listed in this Handbook may result in removal from the Student Assistant Mentorship Program.