

Assistants Handbook

Compensation:

Assistants and receptionists will be paid \$10/hour for their first year, with the potential for a raise each subsequent year.

GENERAL POLICIES

EQUAL TREATMENT FOR ALL

Treat all students fairly. It is important that all students know they are valued as any other dancer. Favoritism leads to negative energy throughout the school. Avoid developing a competitive atmosphere in your classroom. Encourage all students to strive for personal best.

SET THE RIGHT EXAMPLE /DRESS CODE

-It is important that you come to the class that you assist in the appropriate dress code for that class (including your hair). The students you assist for look up to you and will want to come in dress code as well! If the teacher you're assisting has any specific dress code requirements, please follow those every week as well! Receptionist may wear dance attire as we understand you are often in between classes, but must look presentable and dress appropriately.

CELLULAR TELEPHONES

-Please do not bring your cell phone into the studio with you when you are assisting classes. It is distracting to you, the students, and the teacher. No headphones are allowed while working at the front desk.

POLICY ON SOCIAL MEDIA

-Many of our students have a presence on social media (Facebook, Twitter, Instagram, etc). Please be aware of who will see your photos/posts and make sure they are appropriate. You can always block younger students whom you don't wish to have follow you on social media. When you are on social media, remember that your actions reflect on ABDC, and keep in mind that you are a role model for our younger students. Be aware that ABDC will keep an eye on social media, and that any posts/photos/etc deemed unbecoming of an assistant teacher or receptionist at ABDC is grounds for dismissal.

STUDENT RELATIONSHIPS

- Please make an effort to learn the names of all the students in your classes. Sometimes the teachers already know all the students in a class, but you can ask them to review names if you don't know them! I'd rather you ask in the first weeks of classes if the students can introduce themselves again than find out at the end of the year that you don't know everyone's name!
- Make an effort to interact with students outside of class-greet them in the lobby, at school, etc.

CONFIDENTIALITY

- These topics, among others, are considered confidential and are not to be discussed or disclosed in or outside the school:
 - Personal information about students, parents or faculty
 - Financial concerns of anyone at the studio
 - Level placement. Do NOT discuss level placement with any student. Always defer to the teacher.

COMMUNICATION WITH THE OFFICE

- When in doubt, say "Ask the office." Do not give information unless you are 100% certain. Any and ALL bookings goes through the office.
- The front lobby should be kept quiet during working hours so as not disrupt office work or potential/current customers coming in to register.
- Please keep your language in the lobby clean. Use of profanity and inappropriate conversation at ANY time at ABDC will be grounds for dismissal.

GOSSIP

- Remove yourself from any gossip related to students or their parents, fellow teachers, office staff, or other studios. Be especially cautious about what you say regarding your students or faculty outside the studio.

ATTENDANCE

- If you are going to be absent, you need to let both me, and the teacher you assist for, know. Please try to find a sub whenever possible. It is important to me that you regularly attend the classes that you assist for, and if you are absent for 3 consecutive weeks, or more than 25% of each term, you will be removed from that shift. Consistency is important for the students, and for you to help with choreography during recital time. Receptionists are expected to work their own hours, and notify me if a sub is needed. Please try to find a sub if you are unable

to come in. Please note that receptionists and assistants that work and take their own classes on the same day are expected to be present for both. Receptionists and assistants who routinely show up for work and then miss their own classes, or vice versa, will be asked to give up their hours on that day, as it is more important to me that you are present in your own classes.

TIMESHEETS

-Timesheets are collected on the 15th and the last day of each month. Assistants who get paid and receptionists must fill out a time sheet and turn it in in a timely fashion. Please note on your timesheet any days that you subbed for another assistant or were absent. If you do not fill out a timesheet, you may not get paid for your hours.

ASSISTANTS DANCE

-Typically the assistants perform one dance in the recital. Senior assistants are responsible for organizing rehearsals, music editing, and choreography. Music and choreography must be appropriate and approved by the director. Anything deemed inappropriate will be changed. Assistants are not required to participate and are not compensated for rehearsal time.

In-Class Responsibilities

- Gather and line up students in the lobby area five minutes prior to start time
- Dance full-out at all times
- Assist teacher when rotating lines
- Accompany children to the restroom
- Distribute notices or literature to students
- Observe that children are getting along and assist in maintaining a positive environment for all
- Distribute teaching tools and/or props used during class
- Identify and assist students who may be struggling
- Awareness of safety in the classroom such as spilled drinks, untied shoelaces, gum chewing, etc.
- Manage music for the class if needed
- May be asked to assist students who need extra help
- May be asked to lead a warm up or other curriculum
- May be asked to contribute to choreography
- May be asked to accompany students onstage in the recital.
- Must know recital choreography
- Assist students on and off stage during all dress rehearsals/recitals
- Encouraging attitude during class

Expectations/Requirements

- Understands that there may be additional rehearsals, performances, or activities that may be required
- Acknowledges responsibility to be a role model and a positive example both inside and outside the studio
- Agrees to follow dress-code policies at all times
- Professional at all times, show respect for the art, the school and its students
- Set a positive example by refraining from using foul language, demonstrating negative behavior, or making disparaging comments concerning anyone associated with the school
- Attend meetings as necessary
- Attend their students' rehearsals and/or performances
- Reinforce learning concepts presented by the teacher
- Turn off cell phones during class
- Information pertaining to students and/or their families, whether financial, personal, or confidential is never to be discussed with anyone other than the director

Dismissal

- Excessive absences
- Inappropriate behavior or language
- Lack of enthusiasm
- Activities unbecoming of a role model
- Legitimate complaints from students, their parents or teachers
- Use of cell phone during class

RECEPTIONIST DUTIES

BEGINNING OF SHIFT CHECKLIST (Even if you are not the first receptionist of the day!!)

- Check supplies in bathrooms-toilet paper, paper towels, soap, tissues.
- Check messages on answering machine and in notebook in office, and return calls as necessary.
- Tidy up lobby-throw away trash, make sure shoes are in cubbies, pick up empty water bottles, etc.

Repeat all at the end of your shift!

LAST RECEPTIONIST OF THE DAY CHECKLIST

- Vacuum the lobby
- Take out trash from lobby, bathrooms, and both studios
- Clean bathrooms-Windex counters, mirrors, clean floors and toilets as needed.
- Windex windows to studios, both inside and out.
- Pick up clothing, shoes, trash left behind in lobby. Put clothes and shoes in lost and found bins, and throw away trash.

- Leave any notes and messages in the notebook in office for Eden or other receptionists.

Additional Reception Duties:

- Clean mirrors in studios
- Assist in the sorting of costumes/tights
- Organize office as needed
- Answer phones, take messages, return phone calls
- Interact with parents and students in the lobby in a professional manner
- Distribute information about upcoming programs
- Seasonal decorating of lobby/bulletin board.

Failure to complete these tasks, or inappropriate behavior will be grounds for dismissal.