Thank you for partnering with the Neighborhood Schools Program! We are committed to collaborating with you to support teaching and learning in your school. This document specifies the roles, responsibilities, and expectations for NSP Teaching Assistants (TAs), the classroom or afterschool teachers they assist, and the school site.

**NSP Teaching Assistants may . . .**

- Tutor students one-on-one and/or in small groups
- Lead lessons in accordance with the teacher’s plan
- Assist with “raised hands,” run Help Desks, or co-teach
- Help with paperwork during testing periods

**NSP Teaching Assistants should not . . .**

- Spend more than 20 percent of their time with administrative tasks such as grading papers, making copies, or cleaning up
- Spend more than a few minutes supervising the classroom in the teacher’s absence
- Sit through classroom lectures without an active role

**NSP Teaching Assistants are not Teachers in Training;** they are not just in your school to observe, but rather to actively help students and support teachers.

*Most NSP Teaching Assistants and Tutors are paid work-study employees,* they are expected to show up on time regularly and contact their supervisors if they will be absent. Our volunteers are also requested to uphold this standard.

**We ask that classroom teachers/supervisors . . .**

- Provide contact information (cell phone or email) to Teaching Assistants so they can communicate and receive a response in a timely manner.
- **Evaluate their Teaching Assistants three times a year** (autumn, winter, and spring quarters); NSP uses evaluations to help Teaching Assistants learn and grow. These are mandatory reports due by every student AND supervisor.
- Communicate regularly with their Teaching Assistants; talking about classroom expectations, goals, and activities keeps everyone happy and on the same page!

**Please take note of our policies . . .**

**LUNCH BREAKS:** Please allow NSP Employees to take a 30 minute (or two 15 minute) breaks after completing 5 hours of work for a day. *This time is optional for the student to take, and will be considered an unpaid lunch break if taken.*

**FRATERNIZATION and HARASSMENT:** Fraternization of staff members, school children and NSP Employees are grounds for immediate dismissal. In addition, inappropriate interactions between staff, school children, and NSP Employees considered as harassment will be addressed with site coordinators and the parties involved. NSP has a zero tolerance policy for harassment and fraternization.

*If you have any questions, or if we can help you in any way, please contact Monica Luna, NSP Assistant Director, at (773)834-3228 or monicaluna@uchicago.edu*