

# 聖荷西中文學校 San Jose Chinese School

## 學生教室助教職責

### Student Teaching Assistant Duties

- 必須準時出席  
Must be on time
- 如因事不能出席，需自行安排代班，並負責通知老師及學校  
(協助班級: \_\_\_\_\_, 教室: \_\_\_\_\_, 老師名字: \_\_\_\_\_, 老師電話: \_\_\_\_\_)  
If unable to fulfill duty, must find a substitute and then inform the teacher and the school.  
(Teaching Assistant of \_\_\_\_\_ Class, Room \_\_\_\_\_, Teacher's Name: \_\_\_\_\_, Teacher's Phone #: \_\_\_\_\_)
- 如因事不能準時出席或需早退，須事前向老師請示。老師可要求學生安排其他人代班。  
Must consult with the teacher if unable to serve the whole length of the class. The teacher has the right to request a substitute at his/her discretion.
- 教室內不准飲食  
No food or drinks in the classroom
- 不准攜帶書本或資料在教室內閱讀  
No reading in the classroom
- 不准攜帶音樂在教室內聆聽  
No music listening in the classroom
- 上課時不准聊天  
No chatting in class
- 不准騷擾上課  
No disruption in class
- 依照老師指示協助上課  
Follow teacher's instructions to assist teaching in class
- 協助老師進行教學活動  
Assist teacher in carrying out class activities
- 協助學生學習  
Assist students in learning
- 協助維持教室秩序  
Assist teacher in keeping classroom order
- 協助注意學生安全  
Help keep an eye on student safety
- 每次記得攜帶教務處學生助教時數表(可向教務處或校長室社區服務負責人領取並自行保管-遺失不補)並於完成服務後給老師簽署  
Must bring in the SJCS Academic Department Student Teaching Assistant Hour Sheet (can be obtained from the Academic Department or the Community Service Coordinator of the Principal's Office and be kept with the student- no replacement for any reasons) for teacher to sign after finishing service each time
- 學生的高中社區服務時數表格須由學校指定行政人員定期對照教務處時數表無誤後才簽署。本校無責任提醒學生簽署表格。  
Student's own high school community service hour sheet will be signed periodically by assigned school officials after verification with the Academic Department Student Teaching Assistant Hour Sheet. SJCS is not responsible to remind the student to have their forms signed.

教務處 Academic Department

8/1/09

聖荷西中文學校 San Jose Chinese School  
 教務處 Academic Department  
學生助教時數表  
**Student Teaching Assistant Hour Sheet**

Student Name:	姓名:	班級 SJCS Class ID:
高中 High School:		年級 Grade:

日期 Date	開始 Time In	結束 Time Out	時數 # of Hours	協助班級 Class Served	老師評語 Teacher's Comments	老師簽署 Teacher's Signature

~~ 請詳閱背頁規則 Please read the rules on the back page ~~  
 ~~本表格恕不補發 No replacement of this form for any reasons ~~