

**Science 8 Project Assistant
Job Description
Mrs. Plyter**

*Initial each item to show that you understand it. Or ASK.
Print and sign your name at the bottom of the page to agree to all.*

- ___1. Choose at least one project per semester that you do or lead. You will help with other student's projects as well as teacher projects.
- ___2. Be a Tech. Report problems. Ask. Fix. Find apps that are specific to Science 8.
- ___3. Learn to use applications, especially a word processor (*WORD*) as you do daily tasks.
- ___4. Excel in taking photos with a microscope. Practice. One project will be to display photomicrographs on the hallway bulletin board. You will also be in charge of helping science students use the microscopes to take photographs.
- ___5. Always wear your ID Badge (or have a hall pass) when out of the room.
- ___6. Have all passing grades. Bring work or a library book.
If you have an F, let me know and do work for that class.
- ___7. **Consider all things you see or hear as confidential.**
You may see or hear student information/grades.
You may have quiz or test information.
Do not share any of this information, even if seems public.
- ___8. Check your CLIPBOARD and the desk for jobs. You will do daily classroom tasks as well as your project work. Observe. Volunteer.
- ___9. Always give me feedback. If there is a problem, let me know.
If a job is not finished, the next person needs to know exactly what to do and where to start, in writing, or talk to them.
- ___10. Be professional.
Do not visit with students unless you have a job related reason.
Clean up after yourself. Help others clean up and put supplies away.
Ask, if you don't understand. Even if I am talking to the class, I will find a short break to listen to your question or to your progress.
You need to know what to do and I need your feedback.
- ___11. If in doubt, **clean!** Clean the clean-up sink. Clean keyboards and screens (ask). Dust counters and computers. Wash tables...



Student Name (print)_____Period_____
Student Signature_____Date_____
Teacher Signature_____Date_____
Teacher Copy___ Student Copy___