

# **ECA TA Onboarding Contract**

## **Introduction**

We are thrilled to welcome you to The Early College Alliance (ECA)! As a Teacher's Assistant (TA), you play a crucial role in supporting our students' academic journey and contributing to a positive learning environment. This guide will provide you with essential information to help you succeed in your role.

## **Your Role as a Teacher's Assistant**

As a TA, you will be involved in various activities that support both students and faculty. Your responsibilities may include:

- Assisting with classroom activities and assignments
- Grading assignments and providing feedback
- Setting up and organizing lab materials
- Cleaning up after lab

## **Confidentiality: A Core Responsibility**

Confidentiality is paramount in an educational setting. As a TA, you will have access to sensitive information about students, including their academic performance, personal circumstances, and disciplinary records. It is your ethical and professional responsibility to protect this information.

## **Key Principles of Confidentiality:**

- **Do Not Share:** Never discuss student information with anyone who does not have a legitimate educational need to know. This includes friends, family, other students, and even other TAs who are not directly involved with the student.
- **Secure Information:** Ensure all student records, whether physical or digital, are kept in a secure location.
- **Professional Conversations:** When discussing student progress or concerns with faculty, do so in a private setting where others cannot overhear.
- **\*\* FERPA Compliance:\*\*** Be aware of and adhere to the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. If you have questions about FERPA, please ask your supervisor.

## **Responsibility: Upholding Our Standards**

Your role as a TA comes with significant responsibility. We trust you to act professionally, ethically, and in the best interest of our students and the institution.

## **Areas of Responsibility:**

- **Punctuality and Attendance:** Arrive on time for all scheduled shifts and meetings. If you are unable to come in, notify your supervisor as soon as possible.
- **Professional Conduct:** Maintain a respectful and professional demeanor in all interactions with students, faculty, and staff.
- **Help Students:** Answer questions and offer support - but do not simply give the answers.
- **Academic Integrity:** Understand and uphold the ECA's policies on academic integrity. Lead by example and report any suspected instances of cheating or plagiarism.
- **Active Engagement:** Be proactive in identifying ways to support the classroom and students. Ask questions, offer assistance, and seek out opportunities to learn.
- **Communication:** Maintain open and clear communication with your supervising faculty member. If you have concerns, questions, or need clarification, do not hesitate to speak up.

## Important Contacts

Role	Name	Email
TA Coordinator	Mr. Kenney	Kenney@earlycollegealliance.info
Teacher that you are TAing for		

Days you are TAing	
Periods you are TAing	

## Statement of Agreement

By signing below, I acknowledge that I have read, understood, and agree to abide by the policies and responsibilities outlined in this TA Onboarding Guide. I understand my role as a Teacher's Assistant at The Early College Alliance and commit to upholding the standards of confidentiality, responsibility, and professional conduct.

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[Print Name]

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[Signature]

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[Date]

## Volunteering Log

Date	Responsibility	Hours Worked

Total Hours Worked: _____	Teacher Signature: _____
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