



BACKSTAGE
dance studio



BUILDING CONFIDENCE, CHARACTER, & COMMUNITY SINCE 1984

TEACHER ASSISTANT PROGRAM

2025-2026

CODE OF CONDUCT

- Wear Your TA Shirt and Appropriate Dance Attire for the Genre
- Maintain a Professional Appearance (Hair, Makeup, General Grooming)
- Arrive Early to Assigned Classes, Events, and Meetings
- Have No More than 5 Absences Per Class for the Year (September-June)
- Use Appropriate Language
- Model Appropriate Behavior (Including Body Language)
- Behave in a Mature, Respectful, and Friendly Manner with a Positive Attitude
- Refrain from Working on Your Own Skills/Choreography During Class
- Maintain Professional Communication and Relationships with the Program Director, Instructors, and Students
- Maintain Student Confidentiality (Includes Instructor and Parent Comments)
- Keep "Behind the Scenes" Information about BDS Confidential
- Complete Your Time Card Accurately
- Substitute for Other TAs
 - Instructors and students rely on TA support in the classroom
 - Substituting for another class gives you exposure to new instructors, new genres, and new students where you may have the opportunity to utilize different classroom management skills
 - Pre-TAs can only substitute for Pre-TAs
 - TAs and STs can substitute for Pre-TAs, TAs, and STs
- Complete Educational Resources and Assignments in a Timely Manner
- Obtain Passing Scores on Evaluations (Mid-Point, Final, End of Year)
- Appropriately Use the Band App for Resources, Updates, and Communication (Notifications ON)
- Ask the Program Director or Customer Care Team for Assistance (do not enter the Staff Office)
- Communicate with the Program Director if a Conflict Occurs that Hinders Your Participation
- Abide by the Following Substitute Protocol:
 - If you know you will be absent, solidify a substitute and notify the Program Director and your instructor as soon as possible
 - When possible, instructors should be notified at least two weeks in advance of your absence
 - For last minute absences (e.g. illness or family emergency), please contact the Program Director as soon as possible
 - For all absences, please post on Band with the date(s) and class(es) you will need a sub for; include #sub_request
 - Provide your substitute with the following information via email, Band message, or text:
 - Class Name(s), Date(s), and Time(s)
 - Instructor's Name
 - General Class Notes - classroom set up, preferred call backs, and the instructor's primary needs (e.g. demonstrating, lining kids up, redirection, etc.)

To remain in Good Standing, all participants must adhere to these guidelines. Failure to abide by our Code of Conduct or maintain our General Expectations may result in dismissal from our program at the discretion of our Program Director.

KEY TRAITS OF A SUCCESSFUL TA

ORGANIZED
PROBLEM SOLVER
TEAM PLAYER

RESPONSIBLE
TAKES INITIATIVE
ATTENTIVE

ENCOURAGING
KIND
CONFIDENT

GENERAL EXPECTATIONS

- Arrive to Class Early
- Greet Dancers in the Lobby/Classroom
- Start Class if the Instructor is Late*
- Substitute for Other Pre-TAs, TAs*, STs**, or Instructors** and follow the Substitute Protocol
- Use Appropriate Language
- Model Appropriate Behavior (Including Body Language)
- Maintain a Positive Attitude
- Assist in the Set Up/Tear Down of Classroom (e.g. dots, sound systems, props, barres, exercise equipment, etc.)
- Take Attendance - via Jackrabbit or in Binder
- Have a Backup Playlist Accessible for Your Class
- Know How to Operate the Sound Systems and BDS Devices
- Know Your Dancers' Names
- Verbally Praise and Provide Feedback to Dancers
- Provide Hands on Corrections**
 - *Must be taught by the instructor and given explicit permission by the instructor; this does NOT apply for Acro classes*
- Redirect Dancers to the Current Task
 - (e.g. verbal reminders, call backs, non-verbal cues, or physical redirection by holding hands or gently tapping their shoulder)
- Assist Students with Small Tasks
 - (e.g. tying shoes, fixing their hair, providing tissues, walking to/from the bathroom or across the parking lot, etc.)
- Keep Dancers Quiet During Class
- Know Each Instructor's Class Flow and Rules
- Demonstrate Skills in Center and Across the Floor
- Dance Full Out
- Lead Portions of Class
 - (e.g. Warm Up, Progressions, Class Choreography, etc.)
- Mentor Pre-TAs**
- Hand Out Wow or Culture Cards in Class
- Add Stickers to Dancers' Passport Books
- Be Familiar with Current Studio Events
- Read the Monthly TA Newsletter
- Complete Educational Resources and/or Assignments on Time
- Utilize the Band App Regularly to Access TA Information and Communicate With Others
- Attend In-Person Evaluations 3x Per Year (Mid-Point, Final, End of Year)

*TAs and STs Only

**STs Only