

Guidelines for Student Volunteers and Paid Student Teachers

Huaxia Chinese School at Great Valley (HXGV)

School Administrative Committee (SAC)

To help students to develop leadership skills, HXGV (the school) encourages students and provides opportunities for them to volunteer at HXGV. These opportunities are exemplified as, but not limited to, in classroom teaching assistant, independent volunteer teachers, school journal “Firefly” editors, and event based volunteering activities.

Student-Teacher and Volunteer Reward Guideline

Qualification requirement for student-teachers:

1. High school students with teaching assistant experience at HXGV;
2. Recommendation letters from regular school’s principals, counselors or their delegates on the capability of an applicant to work with young kids without adult supervision during the class.
3. Strong evidence of academic excellence in the subject that is proposed to teach (SAT scores, teacher’s recommendations, award, etc.);
4. Capable of developing and implementing curriculum independently;
5. The proposed curriculum needs to be submitted to SAC for review and approval before the deadline for each school year;
6. The class is subject to minimum enrollment requirement set by SAC.

All first year student-teachers will receive certificates from HXGV to honor their volunteering community service hours. Recognition gift will be given to a student-teacher at the end of each school year, depending on one’s classroom performance.

The experienced student-teacher, who has taught for one year or more, is eligible to receive a teaching contract from HXGV with an hourly salary. As required by Child Labor Law of Pennsylvania, a student-teacher has to be at age 14 or older to get hired and paid by HXGV. In order to ensure the quality of club classes taught by student teachers as well as financial feasibility, all club classes are subjected to maximum and minimum enrollment requirement set by SAC. Approved by SAC, more than one paid student teachers are allowed to teach a club class at the same time if the number of students is over the maximum enrollment set by SAC.

Volunteering Teaching Assistants (TAs) are eligible to receive recognition gift from the school based on their classroom teachers’ recommendation.

Volunteer Hour Tracking

All in-school volunteer hours will be tracked by school designated personnel based on records in “Volunteer Time Record” and “Club Teacher Sign-up Sheet”. Should one need to conduct extra preparing or grading work before or after school, s/he may record the extra hours spent on each

task in “Volunteer Time Record” form and get the form signed by deans (for student-teachers), classroom teachers (for TAs), or event organizers every month and submitted to designated personnel for hour-tracking. SAC may review the accuracy of each record inside and outside of classroom hours before the certificate can be issued.

For student teachers who are being paid, the paid hours or any amount of time on preparing the class cannot be counted as volunteer hours. However, the same paid student teacher can volunteer in other activities and is eligible to receive volunteer certificate.

Certificate and Community Service Hours Document

Volunteering community service hours will be recorded and a certificate from HXGV will be issued to each volunteer at the end of school year. Upon request, HXGV school administration team may sign Community Service Letter/Form/Document any time during the school year based on a volunteer’s service record.