# OFFICE AIDE/ PEER TUTOR/ BUDDY APPLICATION

**This application must be submitted to a counselor during course selection (2/20 – 2/29) but no later than March 4th, 2024** **On-time _____ Late _____**

If you would like to be considered as an Office Aide, Peer Tutor or Buddy, please check your preference below. You must be motivated, organized, responsible and able to maintain confidentiality. You should also have good conduct and work well with students and adults.

**Print** _____ _____

**Student Id.** **Last name** **First name**

Please write a sentence or two explaining why you would be a qualified candidate:

_____

_____

**Please check your preference(s) below:**

**_____9897H General Office Aide**

Eighth graders assist the various office staff or teachers in daily paperwork involving alphabetizing, filing, running errands, and basic office duties. Examples include: front desk, counseling office, and department chair assistant. An office aide position is considered to be a privilege, and a student may be removed if he or she is not fulfilling the requirements of the job. Students selected to become office aides should be performing well academically, have a clean discipline record, and good attendance. Acceptable guidelines:

Grades: First semester nine weeks averages should be 75 or above in all classes.
Discipline: Applicants with no tardies and no detentions will be given *preference*.

_____**9871H Peer Tutor** to assist students in Life Skills (_____ maybe, I want more info.)
Help teachers create educational materials, organize, serve as a role model and help students in our school with special needs.

_____**9843H.09/59 Art Buddy** to assist Life Skills students in Art (this counts as regular Art 1)
(Grade based upon Art curriculum. Your art class coincides with students in life skills.)
(You will be expected to assist these students as needed.)
(You may repeat Art 1 in this case if already taken in the 7th grade.)

_____**9840H.09/59 Theatre Buddy** to assist Life Skills students in Theatre (this counts as regular Theatre Arts I)
(Grade based upon Theatre curriculum. Your theatre class coincides with students in life skills.)
(You will be expected to assist these students as needed.)
(You may repeat Theatre Arts 1 in this case if already taken in the 7th grade.)

_____**8500H.04/54 PE Buddy** to assist Life Skills students in PE
(Grade based upon PE curriculum. You do PE and at the same time serve as a peer assistant.)
(This counts as regular PE for the PE requirement.)

_____**9897H. Human Services** to assist with classroom organization and kitchen tasks (dishes, laundry, cooking). Assist students in the classroom and kitchen setting. **Requirement:** Must have completed CCE4 class.

Submitting this application is not a guarantee of receiving office aide/peer tutor or buddy on a student's schedule. Placement is based on availability and scheduling. However, office aide/tutors/buddies provide a valuable service and we will make every effort to assign students to their primary requests**.**

**I have read the previous information and agree to all of the requirements.**

Student signature_____ Date_____

Parent signature_____ Date_____