



Teaching Assistants in Public Schools (TAPS)

A Brandeis University Waltham Group program

The TAPS Mission

The goal of our program is to have Brandeis volunteers help make elementary school learning settings as engaging as possible by creating personal relationships with the teachers they assist and the students each week during their placement.

TAPS Overview

Program Administration

- We are a group of Brandeis University students responsible for coordinating this program structured under the Waltham Group umbrella and with supervision/collaboration from the Department of Community Service staff
- We hold two office hours a week. We do our best to be available throughout the week but are most accessible during those hours. Office hours for each semester are found in our email signature.
- Our email address is tapsbrandeis@gmail.com, please feel free to contact us at any point.
- Our Emergency Number, which goes to the coordinators 24/7, is 781-773-TAPS (8277).

Volunteer Basics

- Volunteers arrive independently and work one-on-one with the teachers
- Transportation is run through the Brandeis University Waltham shuttles
- Volunteers must serve a minimum of one hour a week; many ask for more time and coordinate those times with their teacher. All times are based on volunteer availability matching with teacher availability. Matches are made by the TAPS coordinators each semester.
- All volunteers are CORled at Brandeis and trained by coordinators about appropriate conduct in the classroom before arriving.
- While coordinators do not attend the placements with the volunteers, we keep track of their attendance weekly and have a strict attendance policy to ensure our volunteers are in the classroom each week.
- Teachers evaluate volunteers at least once throughout the semester and are encouraged to contact us if problems arise

What can a volunteer do?

- Our volunteers look forward to active participation in the classroom working directly with students as much as possible! Examples of past activities include breakout sessions for core subjects, reading activities, and supporting creative projects.
- Some volunteers may be bilingual or have experience with a language other than English. If this would be particularly beneficial for your classroom, please let us know and we can do our best to give you a bilingual volunteer.

In partnership, we ask that you provide:

- Your availability to host a volunteer
- Engaging tasks/responsibilities for your volunteer to help in the classroom
- Feedback on your volunteers' performance