

# Caroline Elementary STEM AIS Teaching Assistant Request/Approval Form

Date \_\_\_\_\_

Robert Van Keuren  
Director of Human Resources  
Ithaca City School District  
400 Lake Street  
Ithaca, NY 14850

Caroline Elementary School  
Ithaca City School District  
2439 Slaterville Road  
Slaterville Springs, NY 14881

Mr. Van Keuren:

As a current staff member of Caroline Elementary School, I would like to express my interest in being a Board of Education approved Teaching Assistant for the Caroline STEM AIS position at Caroline Elementary School during the 20\_\_\_\_ - 20\_\_\_\_ academic year. This position would be from 2:00 p.m. to 5:00 p.m., up to 15 hours per week.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_ (print)

\_\_\_\_\_ (sign)

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I would like to request Board of Education approval for this staff member to be a Teaching Assistant for the Caroline STEM AIS position at Caroline Elementary School for the 20 \_\_\_\_ - 20 \_\_\_\_ academic year at their contract hourly rate, for up to 15 hours per week.

\_\_\_\_\_  
Principal