

Volunteer and Teacher Roles

PLANNING:

Volunteer

- ▲ Attends JA training session
- ▲ Completes Volunteer Registration Form, signs JA Code of Conduct
- ▲ Reviews JA kit to ensure completeness of materials
- ▲ Connects with teacher to plan schedule for all JA lessons
- ▲ Prepares for each lesson using JA kit materials and lesson plan book

Teacher

- ▲ Communicates with volunteer to schedule all JA lessons
- ▲ Provides volunteer with key classroom rules, such as quiet down signal
- ▲ Ensures access to any classroom resources required such as Smart Board, Chrome Books, markers, paper
- ▲ Prepares students for volunteer
- ▲ Administers Pre-Test if requested by JA staff

DURING CLASS:

Volunteer

- ▲ Tell students why you are there and what they will be doing during JA
- ▲ Present prepared JA lesson plans
- ▲ Share relevant personal and professional experiences
- ▲ Motivates and engages students
- ▲ Incorporates recommended class management techniques
- ▲ Stresses need for higher education

Teacher

- ▲ Remains in the classroom at all times to support volunteer
- ▲ Helps with classroom management
- ▲ Organizes students for group or partner activities
- ▲ Helps stimulate discussions if needed
- ▲ Links JA materials to course content
- ▲ Provides helpful feedback to volunteer

AFTER COMPLETION:

Volunteer

- ▲ Offers leftover JA materials to teacher or return to JA staff
- ▲ Discuss what went well and what can be improved
- ▲ Confirms completion of program with JA staff
- ▲ Complete JA Volunteer Survey

Teacher

- ▲ Administers Post-Test if requested by JA Staff
- ▲ Discuss what went well and what can be improved
- ▲ Complete JA Teacher Survey