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