

# JA Volunteer and Classroom Teacher Roles

## Volunteer

## Classroom Teacher

### During Planning

- Contact teacher to set up dates and times for JA visits or confirm pre-set schedule (Be aware of no school dates)
- Email scheduled visit dates to JA by October 31<sup>st</sup> ([jasd@ja.org](mailto:jasd@ja.org))
- Ask the teacher for a class roster to prepare Certificates of Achievement
- Prepare lessons as outlined in guide
- Share emergency contact info
- Discuss food allergies/acceptable treats

- Respond timely to volunteer's contact
- Allow volunteer to observe class
- Orient volunteer to the school and rules
- Provide class roster for Certificates of Achievement
- Share any special circumstances and/or student characteristics
- Share emergency contact info
- Discuss food allergies/acceptable treats

### During Class

- Arrive on time and stay within time limit
- Include teacher in lessons
- Share relevant life experiences
- Present prepared lesson plan
- Be a positive role model

- Remain in the classroom at all times
- Handle discipline
- Place students in groups
- Assist with activities
- Stimulate class discussion
- Link JA material to course content

### After Class

- Thank teacher
- Confirm the date/time of next visit
- Ask teacher for feedback

- Thank volunteer
- Confirm the date/time of next visit
- Provide feedback

Upon completion, email the following verbiage to [jasd@ja.org](mailto:jasd@ja.org):  
 "[Volunteer name] finished teaching all [5,6,7,8, or 12]\* JA sessions as required by JA USA."  
 \* Please enter the number of lessons taught from the JA Curriculum