

JA Volunteer and Classroom Teacher Roles

JA Volunteer

Classroom Teacher

While 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 (jasd@ja.org)
- ☐ Ask the teacher for a class roster to prepare Certificates of Achievement
- ☐ Prepare sessions as outlined in guide
- ☐ Access Digital Resources: <https://learn.ja.org>
Login: Your Email Address
Password: Set by you. Click [here](#) to reset.
The first time you access the website, you will need to select Volunteer/Educator - Sign Up and complete the steps.
- ☐ Go to www.jasd.org to identify additional resources you could utilize during your visits
- ☐ Work with the teacher to confirm technology resource availability
- ☐ Share contact information
- ☐ Discuss food allergies/acceptable treats

- ☐ Respond promptly to volunteer's correspondence to set up visit schedules or to confirm pre-set dates (Be aware of no-school dates)
- ☐ 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
- ☐ Communicate with the volunteer what technology resources are available in your classroom
- ☐ Share contact information
- ☐ Discuss food allergies/acceptable treats

During Class

- ☐ Bring Photo ID for school check-in
- ☐ Arrive on time and stay within time limit
- ☐ Present prepared lesson plan
- ☐ Include the teacher in the lesson
- ☐ Share relevant life experiences
- ☐ Be a positive role model
- ☐ Please feel free to recycle any leftover materials or pass them along to the classroom teacher. There is no need to return unused supplies to JASD.

- ☐ **Remain in the classroom at all times**
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- ☐ Handle discipline
- ☐ Place students in groups, assist with activities, and encourage 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: "[Volunteer name] finished teaching all [# of JA Sessions completed] JA session(s).