

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.
- 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 emergency contact info
- 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 emergency contact info
- 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

- Remain in the classroom at all times**
- Access Digital Resources: <https://learn.ja.org>
Login: Your Email Address
Password: Set by you. Click [here](#) to reset.
- Ask the volunteer for extra materials if you can utilize them in your classroom. JA is no longer using leftover materials to rebuild kits.
- 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).