

Educator Guide

# Prepare to have an awesome Junior Achievement experience.



Junior Achievement's purpose is to inspire and prepare young people to succeed in a global economy.



Junior Achievement inspires and prepares young people with the real-life competencies they need to succeed...

## Through three pathways:



### Financial Literacy



*I learned how to create a budget and save my money.*



### Work & Career Readiness



*I created my first resume and prepared for an interview.*



### Entrepreneurship



*Our volunteer gave us tips on how to start a business.*

## Results and Alignment

- JA activities are tailored to curricular needs of elementary, middle, and high school students. [Learn more.](#)
- JA programs are interdisciplinary and support Common Core State Standards. Find your state's standards, [here.](#)
- JA students score significantly higher on objective-referenced tests than their nonparticipating peers. [Learn about our results.](#)
- JA provides the classroom with a role model—a business or community volunteer.
- JA builds competencies in financial literacy, work & career readiness, and entrepreneurship. Check the [JA website](#) for more information.



# What Does Junior Achievement Provide? <

What will my students do at my session?



## What can you expect?

You will receive one of these sets of materials:



Physical Materials



Downloadable  
Materials



Web-based Tools

## Where do you find the materials?

Your JA contact or JA representative will connect you to the materials you need.

### What's included?



#### Educator and volunteer guides

1. Go to <https://learn.ja.org>
2. Enter your email (the one JA has on file)
3. Enter your password (the one you created or click [here](#) to reset it)



#### Lessons and activities for each session:

- Overview
- Objectives
- Preparation needed
- Recommended time
- Materials
- Step-by-step instructions
- Places to personalize
- Talking points
- Assessment agent to track student progress

**Some experiences also have:** Slide decks, games, and videos.

# Your Role with Volunteers <

Volunteers are awesome! They come from many walks of life—retirees, young professionals, business owners, and community-minded individuals.

## We prepare volunteers by:

- Outlining their role as a mentor in the classroom.
- Providing resources, tools, and program guides to help them prepare.
- Equipping them with tips to connect with students.

How can I engage with my volunteer?



### Before

- Arrange dates and times with your volunteer or JA contact.
- Discuss class rules, student characteristics, student allergies, and classroom management.
- Share a class roster and help with name pronunciation.
- Exchange contact information so you can communicate after the school/workday.

#### Note:

*Your volunteer will connect with you as soon as JA provides the class information.*

### During

- Help manage students and logistics.
- Remind volunteers about classroom norms, procedures, and resources.
- We encourage you to pull up the digital platform prior to your volunteer's arrival.
  1. Go to <https://learn.ja.org>
  2. Enter your email (the one JA has on file)
  3. Enter your password (the one you created) or click [here](#) to reset it)

### After

- Provide feedback about what went well and suggestions for improvement.
- Confirm the date and time of the next visit.
- Express your thanks for the volunteer's time, effort, and support.
- Work with JA Area contact to confirm class completion and submit information.

#### Note:

*A thank you note or signed class photo is greatly appreciated after the last class session!*

# 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](mailto: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](http://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 for your volunteer:  
<https://learn.ja.org>  
Login: Your Email Address  
Password: Set by you. Click [here](#) to reset.
- Handle Discipline
- Place students in groups, assist with activities, and encourage class discussion
- Connect 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 [# of JA sessions taught] JA session(s).

And last, but not least...

# We appreciate you!

Thank you for making a difference.

## We're here for you.

As you continue through your Junior Achievement journey, we will:

- 1 Support and answer questions.
- 2 Provide materials for you to share.
- 3 Supply activities and prompts to engage students.

### [Video: Educator Training Video](#)

Contact Us  
[jasd@ja.org](mailto:jasd@ja.org)  
(605) 336-7318



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*“The students love when an adult from the community comes in and teaches them about “real-life” things. The students find it valuable and can relate to concepts that are being taught and learned in school.”*

—Huron Educator



“ ”

*“My favorite JA experience is when the students’ faces light up when you walk in the door. They are so excited for JA - to learn from a community leader - and experience the world outside their classroom.”*

—Sioux Falls Volunteer