

Educator Guide

**Prepare to have an awesome
Junior Achievement experience.**



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

Why Junior Achievement? < J

How will
JA help my
students?



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 conducts evidence-based evaluation studies to document the impact of our student oriented learning experiences. Learn more about our evaluation design [here.](#)
- 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 < J

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

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)

*The first time you access the website <https://learn.ja.org> you will need to select

Volunteer/Educator – Sign Up and complete the steps.

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

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| <ul style="list-style-type: none"> - 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.
<i>*The first time you access the website, you will need to select <u>Volunteer/Educator – Sign Up</u> and complete the steps.</i> - 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 | <ul style="list-style-type: none"> - 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 |
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During Class

- | | |
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| <ul style="list-style-type: none"> - 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. | <ul style="list-style-type: none"> - Remain in the classroom at all times - Access Digital Resources for your volunteer: https://learn.ja.org
<u>Login</u>: Your Email Address
<u>Password</u>: Set by you. Click here to reset.
<i>*The first time you access the website, you will need to select <u>Volunteer/Educator – Sign Up</u> and complete the steps.</i> - Handle discipline - Place students in groups, assist with activities, and encourage class discussion - Connect JA material to course content |
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After Class

- | | |
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| <ul style="list-style-type: none"> - Thank teacher - Confirm the date/time of next visit - Ask teacher for feedback | <ul style="list-style-type: none"> - Thank volunteer - Confirm the date/time of next visit - Provide feedback |
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Upon Completion

Email the following verbiage to 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
(605) 336-7318



"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