



Teacher and Volunteer Responsibilities

Before Class Begins:

- Volunteer calls the assigned teacher **as soon as** you receive the confirmation letter and materials.
- **Exchange home, work, cell phone numbers and e-mail addresses with your teacher** so you can communicate after the school/work day.
- Schedule a time with the teacher to make a short observation visit to the classroom.
- **Plan the days and times of your lessons** with the teacher at the observation visit or over the phone **before** the first lesson.
- Read and sign the Volunteer Conduct Policy. Return a signed copy to the Junior Achievement office.
- Obtain a class roster from the teacher to fill out nametags and certificates.
- Discuss class rules, student characteristics and classroom management with the teacher.
- Prepare lessons as outlined and complete all in a timely manner. **Do not allow for more than 1 week to lapse between visits.**
- **Contact the JA Program Team if you are unable to reach the teacher.**
- **Contact the JA Program Team if you are unable to begin or complete your assigned classroom commitment.**

During Classes:

Volunteer

- Arrive on time and be prepared.
- Be a POSITIVE role model.
- Lead discussions.
- Ask the teacher for feedback.
- Inspire student to be excited about their future!

Teacher

- Stay in the classroom (required).
- Maintain discipline.
- Help facilitate discussions.
- Provide feedback to the volunteer.
- Serve as a bridge between students and volunteers.

After Classes are Complete:

- **Contact the JA program team to confirm completion of the program.**