

Steps to Success Checklist

Weekly Delivery Classes

Before Your First Visit

- **Contact teacher about schedule**
 - Determine JA teaching schedule (month/day/time); conduct observation visit if time allows
 - Adjust schedule as needed; always inform teacher of schedule changes as soon as possible
- **Contact teacher about other details**
 - Determine who will communicate the start date of class to JA staff.
 - Confirm best method of contact; when and how (e-mail, phone, cell, etc.).
 - Classroom logistics (blackboard/white board, hanging of posters, supplies, etc.)
 - School policies - checking in at the office (to get visitor's badge), dress code, etc.
 - Needs for audio or visual tools, if needed for your program
 - How the students will address you (Mrs. Smith or Mary)
 - If treats are allowed (allergies, school policies against it, etc.) – optional
 - If there are there any special needs - challenging or gifted students, bilingual, etc.
 - Pre/Post test – This is optional. If it will be administered, give the test to the teacher in advance, ask her/him to make appropriate number of copies and give to students before your first session and after your last session. This is good feedback for you as the volunteer, and for the teacher. Completed pre/post tests can be kept with the teacher.
 - Communicate that you will ask for assistance when dividing students into working groups and will defer to the teacher to handle requests for bathroom and drink breaks.
 - We suggest you emulate the management style of the teacher – the code for quieting the class
- **Request from teacher**
 - The school schedule (to know when students are not in session or testing)
 - The roster of student names, first names only is fine (for name tags and certificates of achievement)
- **Get directions to the school and learn where to park**
- **Prep the lessons and be prepared to teach the first lesson**

During Classroom Visits

Volunteer Responsibilities

Arrive early, sign in at school office
 Teach lessons
 Lead discussions and activities
 Share your experiences with students
 Encourage the students to participate
 Be a positive role model

Teacher Responsibilities

Prep students prior to volunteer arrival
 Help with activities and discussion as needed
 Encourage students to participate
 Maintain student discipline
 Remain in room at all times for safety and security

After You Have Completed Your JA Classroom Program

Notify your JA Program Manager once you have completed all of the required lessons. Contact us at 651-255-0055 or jaum.org. Thank you for donating your time, talent and energy to help inspire and prepare students to succeed!