

Classroom Management and Teaching Tips

During Planning

- Know the classroom rules and procedures.
- Ask the teacher for suggestions on how to call the class to attention.
- Gather additional resources to enhance the lesson – news articles, products, resumes, etc...
- Provide the teacher with one of the provided guidebooks.

During Class

- Introduce yourself – tell them your name, where you work, what you do, and another interesting fact about yourself.
- Call students by their names and shake their hands.
- Use frequent “real-life” examples from your experience or situations in your community. Relate the information to their level and understanding.
- Do not feel compelled to call on all of the raised hands for every question. Use the students’ questions/responses to advance your conversation and objectives of the lesson.
- Leave discipline and grouping to the classroom teacher.
- Give all instructions before beginning an activity or handing out materials.
- Avoid lecturing.
- Respond to questions honestly. If you don’t know, ask the classroom teacher or offer to find it.
- Move around the room during the lesson. It helps keeps students engaged!
- Be enthusiastic and friendly!
- Make graduation special – many volunteers bring in an item from their business or a small treat. (Have all treats pre-approved with the classroom teacher.)

JA PowerPoints

Upon completion, email the following verbiage to shannon.long@ja.org:
“[Volunteer name] finished teaching all [5,6,7,8, or 12]* JA sessions as required by JA USA.”

* Please enter the number of lessons taught from the JA Curriculum

