

JA Teacher Training Guide



Junior Achievement of Greater Fairfield County
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JA's Mission:

To inspire and prepare young people to succeed in a global economy. To fulfill this mission Junior Achievement partners community volunteers with teachers in grades K-12 to implement curriculum focusing on three key content areas: **entrepreneurship, financial literacy, and workplace- readiness.**

At Junior Achievement, we believe in the:

- Boundless potential of young people.
- Commitment to the principles of market-based economics and entrepreneurship.
- Passion for what we do and honesty, integrity and excellence in how we do it.
- Respect for the talents, creativity, perspectives, and background of all individuals.
- Power of partnership and collaboration.
- Conviction in the educational and motivational impact of relevant, hands-on learning.

Locally, Junior Achievement of Western Connecticut provides over 22,000 students with JA's curriculum in the Greater Bridgeport, Danbury and Valley Regions.

Important Educator Information:

- **Completion Dates:** All JA programs must be completed by the 3rd Friday in May.
- **Funding:** JA curriculum programs are provided FREE to schools, through generous individual and business sponsorships. As such, **all lessons, in all classes, must be taught and completed.**
- **Commitment:** Volunteers are recruited, trained, and prepared for their JA lessons. If you have to reschedule a lesson, it is critical that you inform your JA volunteer immediately to reschedule.
- **Be Prepared:** If you would like a copy of the Guide for Volunteers and Teachers, please contact your JA volunteer and ask for a copy.
- **Communication:** If you are experiencing difficulties with your JA curriculum or volunteer, we to want to hear from you. Please contact your JA Program Manager.
- **Teachers are required to remain in the classroom at all times during the JA lesson.**

For more information about Junior Achievement of Western CT please visit, <http://www.jawct.org>





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PROGRAM IMPLEMENTATION CHECKLIST

JA PROGRAM STAFF

- ☐ Collects school information including students numbers and teacher information
- ☐ Recruits JA volunteers with JA volunteer or school coordinator
- ☐ Conducts an orientation for all new JA volunteers and teachers
- ☐ Provides JA curriculum and materials to JA volunteers
- ☐ Collects JA Volunteer Registration forms
- ☐ Touches base with volunteers, coordinators and teachers throughout the program to ensure program quality
- ☐ Obtains signed verification upon completion of program from school coordinator
- ☐ Sends out and collects volunteer and teacher surveys, feedback, pre/post tests

SCHOOL ADMINISTRATION

- ☐ Ensures JA staff receives teacher information and student numbers
- ☐ Informs teachers of the JA partnership within the school
- ☐ Promotes JA partnership within the school and community
- ☐ Ensures teachers are setting up schedules with JA volunteers
- ☐ Helps establish training location if held at the school
- ☐ Contacts JA staff with feedback regarding JA volunteers and programming

JA SCHOOL/VOLUNTEER COORDINATOR

- ☐ Aids in the process of collecting relevant school information including teacher information and student numbers
- ☐ Maintains and distributes master class list to all teachers, volunteers and JA staff
- ☐ Recruits JA volunteers from the school, community, and local businesses
- ☐ Coordinates new volunteer orientation by securing location, time and invitee list
- ☐ Helps collect JA Volunteer Registration forms
- ☐ Touches base with volunteers and teachers throughout the program to confirm quality, start & finish dates
- ☐ Signs JA verification form upon completion of all JA programs

JA TEACHER

- ☐ Meets with JA staff member to review teacher's role
- ☐ Schedules lessons with JA volunteer including backup plan for snow days, early dismissal, etc.; maintains communication with volunteer throughout program; communicates any special circumstances with volunteer prior to first lesson (i.e. ESL student)
- ☐ **Remains in the classroom at all times** during lesson to support volunteer and links JA material to course work
- ☐ Ensures substitute is versed in materials and role (in the event of teacher's absence), or reschedules lesson
- ☐ Relays student feedback to JA volunteer and JA staff
- ☐ Completes the JA teacher survey
- ☐ Administers pre- and post-tests if requested by JA Program Manager

JA VOLUNTEER

- ☐ Attends a JA volunteer training orientation
- ☐ Hands in JA Volunteer Registration form prior to receiving materials
- ☐ Reaches out to your assigned teacher to schedule your JA lessons
- ☐ Reaches out to other volunteers (if multiple volunteers assigned to one classroom) to coordinate schedules
- ☐ Prepares for each JA lesson using the JA Guide for Volunteers and Teachers prior to scheduled lesson
- ☐ Informs JA staff/JA school coordinator when you have begun your first JA lesson & when completed
- ☐ Hands out JA certificates to students upon completion of program
- ☐ Shares relevant life/work experience to add extra value to the program and students
- ☐ Completes the JA volunteer survey



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Educator FAQs

What's in it for me?

- JA curriculum reinforces and correlates with CT state curriculum standards.
- JA programs provide an opportunity to connect the education and business worlds.
- JA volunteers add a fresh perspective and generate excitement.

What materials will the volunteer use in my classroom?

- Junior Achievement will provide all materials needed to volunteers. This includes step-by-step lesson plans, student workbooks, activity materials, posters, and much more.

Is there any cost to my school?

- No. JA programs are funded by local businesses, foundations, and individuals.

How often will the volunteer visit my classroom?

- K – 5th grade programs contain 5 sessions; 6th – 8th grade programs contain 6 sessions; high school programs contain 5 or more lessons. You and you JA volunteer should work out an amicable lesson/session schedule.

What do I need to do?

- New teachers will be trained through a brief orientation.
- Respond timely to volunteer communications – maximum 3 days to return phone call/email.
- **Remain in the classroom at all times during the JA lessons!**
- Participate in lessons by assisting the volunteer with the activities, connecting concepts to your curriculum, and taking care of any discipline issues that may arise.
- Arrange for any technology resources (i.e. audio/visual, computer, etc.) that may be needed.
- If you have a substitute and still have your JA volunteer scheduled to come in, please ensure that the sub is aware of the requirement to stay in the classroom.
- Provide feedback to the volunteer and Junior Achievement.
- After the lessons are delivered, please have the students sign the banner JA provided in the materials kit, or have the students write a thank-you note of their own.

Features and Benefits of JA

Features:

- Classroom parent, community or business volunteer
- NO direct cost to the school -- JA programs are funded by local businesses, foundations, and individuals
- Experiential learning
- Interdisciplinary activities
- Researched and developed curriculum provided by Junior Achievement
- Orientation conducted by JA staff
- Continuous service provided by JA staff

Benefits to the schools:

- Provides opportunities for students to learn work-readiness, entrepreneurship, and financial literacy skills
- Allows community involvement in education
- Generates publicity in the community



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Benefits to the teacher:

- Connects an outside role model with the classroom
- Provides a method of applying theory to everyday life
- Offers opportunities to work with the individuals in the community
- Establishes community recognition

Benefits to the students:

- Enforces the importance of staying in school
- Provides opportunities to assume leadership roles
- Showcases community role models
- Encourages career exploration
- Enhances communication and presentation skills
- Stimulates interest in business and education

Benefits to business:

- Educates future employees
- Sharpens employee verbal communication
- Improves organizational and time management skills
- Refines “people skills”: caring, listening, and negotiating
- Contributes to a positive corporate image

Dear Teachers,

Thank you for partnering with Junior Achievement of Greater Fairfield County! It is with your support that we are able to fulfill our mission and help area students realize their full potential.

With content focused on financial literacy, work/career-readiness and entrepreneurship, we are dedicated to giving young people the knowledge and skills they need to make smart academic and career choices, plan for their future and ultimately achieve economic success.

As a JA classroom teacher, you are part of the JA family and an integral part of the success of our programs. We appreciate the class time you give to JA and to supporting your JA volunteer to ensure a rewarding experience for all.

If you have any questions, or would like to share any JA student success stories, please feel free to contact your JA Program Manager directly. Thank you again! We look forward to working with you again next year.

Sincerely,

Junior Achievement of Greater Fairfield County Staff