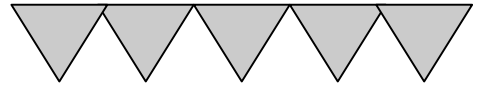
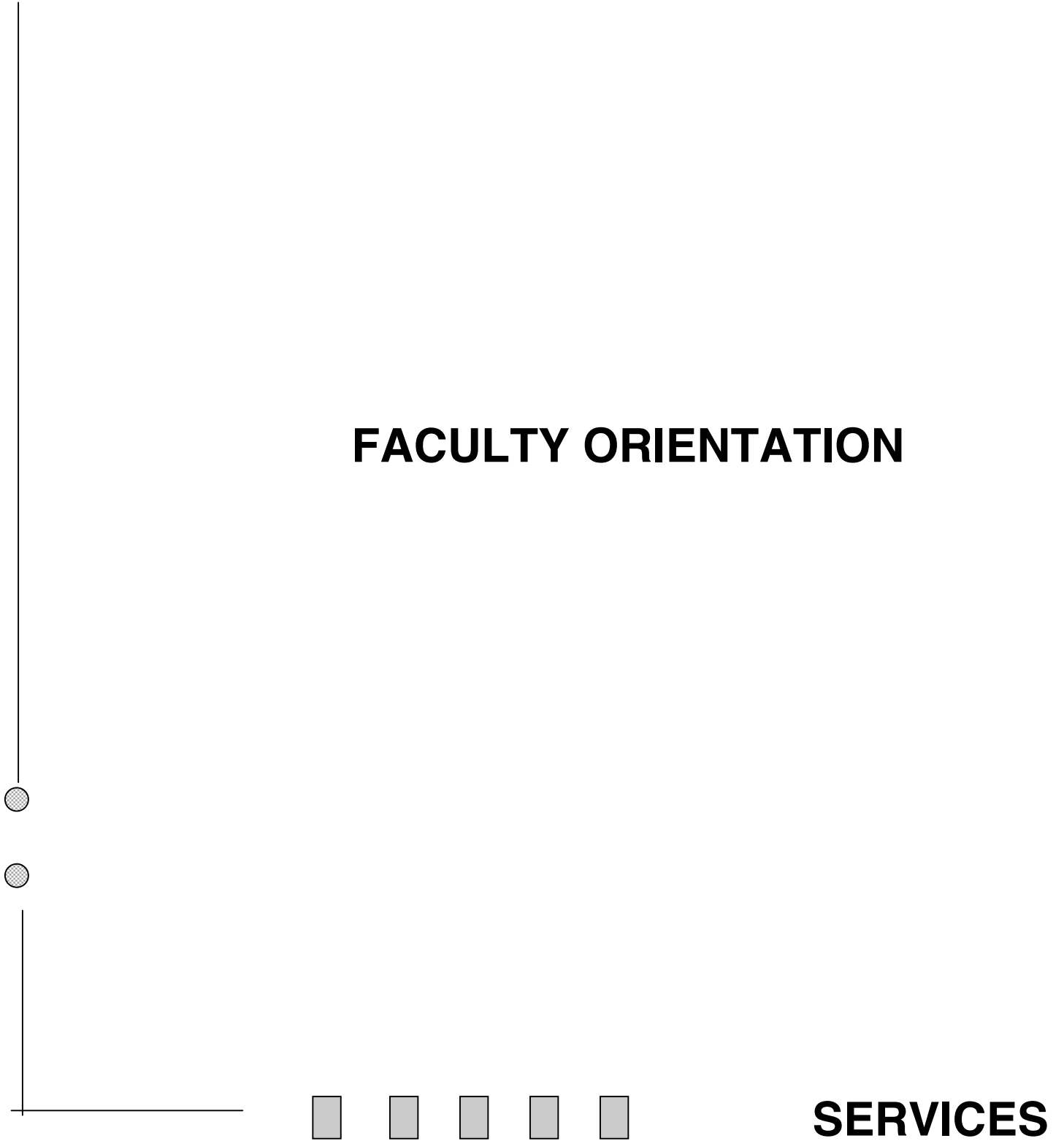


VOLUNTEER



FACULTY ORIENTATION



SERVICES

Teachers Need Many Hands

There are many non-teaching jobs in the classroom, which can be done effectively by someone other than the teacher. Teachers need many hands and some of these belong to volunteers. Volunteers allow you, the professional, the time to do the specialized job you were trained to do.

The additional help and encouragement that volunteers offer pupils can sometimes make the difference between school success and failure. Their gift of time and talent supplements, but does not replace, the professional staff.

The willingness of volunteers to help is concrete evidence of the community's encouragement and support of the teacher. It is a demonstration that the community shares the teacher's interest in and concern for the education of our children.

We Would Like to Make a Point

Volunteers should feel that they are a part of a team - a team whose major aim is to provide a quality education for all. To realize the full potential of the services that volunteers can provide, it is vital that roles be clarified. Everyone must understand the line that separates the tasks of the staff person from those of the volunteer.

The following are tasks for school staff only:

1. Supervising students. Volunteers must not supervise classes.
2. Diagnosing student needs.
3. Prescribing instructional programs and activities.
4. Selecting appropriate learning materials.
5. Evaluating student progress and achievement.
6. Recording student grades.
7. Disciplining students.
8. Evacuating students in the event of a fire or weather-related drill.
9. Dispensing any medication to students.

The First Meeting

Teacher-Volunteer Initial Conference Checklist

The first session with your volunteer is very important. This is the time you will set the tone for your working relationship. You must remain the leader but still make your volunteer feel confident, useful, and valuable to you and your students.

Have You:

- ___ 1. Explained fire drill procedures?
- ___ 2. Discussed your methods of discipline and classroom rules?
- ___ 3. Given the school calendar to your volunteer?
- ___ 4. Shown your volunteer the location of the restrooms, Media Center, and sign-in book?
- ___ 5. Set up and explained the schedule the volunteer will follow?
- ___ 6. Toured your classroom pointing out centers, materials, and equipment?
- ___ 7. Determined if the volunteer will be eating lunch at the school and made arrangements, as necessary?
- ___ 8. Explained your communication vehicle for daily volunteer assignments (folder, notes or other means)?
- ___ 9. Made your volunteer feel like a comfortable part of your working situation?
- ___ 10. Explained the volunteer's tasks thoroughly?
- ___ 11. Allowed the volunteer to ask questions freely?
- ___ 12. Decided what procedure you will follow if either of you must be absent?
- ___ 13. Discussed the school dress code?
- ___ 14. Explained school policies and rules?
- ___ 15. Discussed the name students will use for the volunteer?
(Recommendation: "Mr. Brown" or "Mrs. B." First names are not recommended.)
- ___ 16. Provided a place for your volunteer to put personal items such as coat and purse?
- ___ 17. Smiled and verbalized your appreciation for the volunteer's commitment?

YOUR VOLUNTEER IS NOW READY TO BEGIN!!!

Teacher Training – Role Play Situations

<i>Situation #1</i>	A student has frustrated a volunteer so badly that he is obviously on the verge of resigning. How do you handle this situation, so as not to lose a good volunteer?
<i>Situation #2</i>	As you are watching, your volunteer breaks a very important school or class rule. What should you do?
<i>Situation #3</i>	You notice that your volunteer has missed several sessions without calling or explaining and today she has arrived at your doorstep late. You have nothing planned for her to do since you did not plan on her being there. What to do?
<i>Situation #4</i>	You discover that your volunteer seldom uses the plans and procedures that you prepare for her. How do you handle this situation?
<i>Situation #5</i>	You hear, via the grapevine, that your volunteer has been criticizing you and your techniques to other parents in the community. What should you do?
<i>Situation #6</i>	A parent or another teacher comments to you that your volunteer is incompetent and should not continue working with your students. What should you do?
<i>Situation #7</i>	Word has been spread that your volunteer is doing a better job than you, the teacher, are. How do you handle this situation?
<i>Situation #8</i>	After watching your volunteer, you feel that he is teaching regrouping all wrong. You feel he could profit from some additional instruction in some math skills and techniques. How do you handle this problem?
<i>Situation #9</i>	Your volunteer often expresses in words or actions that she feels that she is doing busy work and not really helping. What do you say to her to remedy this feeling?

Services Which Volunteers Can Provide

✓ *Self Concept Development*

- Provide personal interest and attention
- Be a concerned listener
- Inspire self-confidence
- Provide adult role models
- Expand ability to express ideas
- Develop intergenerational relationships

✓ *Writing Assistance*

- Check written sentences, paragraphs, and stories
- Assist with spelling
- Review punctuation, capitalization, etc.
- Provide assistance with handwriting
- Encourage creative and expository writing
- Assist with research development

✓ *Mathematics Reinforcement*

- Review, explain, and re-emphasize skills
- Use flash cards
- Work with concrete objects
- Expand problem-solving skills
- Provide chalkboard drill

✓ *Clerical Duties*

- Assist teachers, students, and staff
- Run general office machines
- Type non-confidential materials
- Answer phones and assist receptionist

✓ *Clinic/Health Room*

- Manage school clinic
- Assist with health screenings
- Provide nutrition and health reinforcement programs

✓ *Reading Improvement*

- Provide oral practice
- Use word cards
- Check workbook exercises
- Read to and with students
- Provide assistance with reading skills in content areas
- Assist with use of media center
- Help develop listening skills

✓ *Enrichment Activities*

- Assist with dramatics, art, and music
- Work with small groups on projects
- Assist with learning centers and laboratory projects
- Help with vocational and life skills projects
- Encourage curiosity and creativity
- Assist with science projects and field trips
- Assist with social studies programs

✓ *Miscellaneous Services*

- Assist with field trips
- Assist with making drama costumes and backdrops
- Construct learning games and activities
- Make puppets, costumes, and props
- Chaperone events
- Assist with physical education events
- Repair equipment
- Provide landscaping assistance
- Provide computer programming and training assistance
- Provide real life information as a classroom speaker.
- Assist on school or district advisory councils.

Teachers, Please

DO . . .

1. Make volunteers feel welcome.
2. Match the job to volunteer's talents, interests and schedule.
3. Meet often with volunteers.
4. Plan the work volunteers are to do before they arrive.
5. Be generous in offering praise, encouragement, and support.
6. Be judicious in offering constructive criticism.
7. Start simply, and then give additional activities as you feel volunteers are ready for them.
8. Plan activities through which volunteers can create good relationships with students.
9. Make sure instructions are clear with adequate time allotted for preparation.
10. Supply materials appropriate for lessons.
11. Provide guides, keys, or corrected papers for explanation.
12. Be honest and open in talking over small problems.
13. Treat volunteers as human beings and as educational team members.

DON'T . . .

1. Leave volunteers in charge of the class.
2. Give volunteers more than they can handle in the allotted time.
3. Expect volunteers to do tasks they are not trained or prepared to do.
4. Assign duties that belong to teachers.
5. Expect volunteers to be just housekeepers.
6. Criticize volunteers in front of children.
7. Expect volunteers to change their schedules without adequate notice.

Teachers – If You

- Remember that volunteers cannot be thanked too many times,
- Include the volunteers in planning and encourage their suggestions,
- Prepare for the volunteers before they arrive,
- Show a genuine interest in the volunteers, they will show a genuine interest in the school,
- Remember personal information about the volunteers,
- Are flexible,
- Assign the volunteers jobs that will keep them busy and interested,
- Assign tasks that will increase the skills and knowledge of the volunteers,
- Check each volunteer's job often so it does not become stale,
- Increase the volunteer's responsibility by expanding assignments,
- Notice signs of fading interest (such as absenteeism), try to change the assignment or add more responsibility,
- Find out why a volunteer quits; try to remedy the school-related reasons,
- Give awards and recognition to emphasize their importance and to show your gratitude,
- Show appreciation daily instead of relying totally on award ceremonies to thank the volunteers,
- Remember that volunteers cannot be thanked too many times,

.....You Will Have Dependable,

Cooperative, and

Contented Volunteers.

Ways to Show Appreciation

Just as no two people are alike, the type of recognition appreciated by your volunteers will not be alike. Here are some suggestions for different ways to show your appreciation.

1. Greet the volunteer by name; encourage students to use the volunteer's name.
2. Thank the volunteer personally each day, noting special contributions.
3. Set a time to talk with the volunteer when the students are not present; speak briefly with the volunteer each day before departure.
4. Celebrate the volunteer's birthday, and encourage students to write occasional thank-you notes.
5. Share articles and books of mutual interest---on child development, learning styles or on the content area in which the volunteer works.
6. Include the volunteer when planning class activities.
7. Send a letter of appreciation.
8. Celebrate outstanding contributions or achievements.
9. Invite experienced volunteer to train new volunteers.
10. In assigning tasks, use the volunteer's special talents, knowledge and interests.
11. Ask the children to evaluate the performance of the volunteers; share their positive comments with the volunteers.
12. Enable the volunteer to grow on the job.
13. Give the volunteer more challenging tasks and increased responsibilities.
14. Write a letter of recommendation when the volunteer requests it.
15. Seek training opportunities for the volunteer, perhaps by getting a PTA/PTO scholarship to a volunteer conference or workshop.
16. Write an article on the volunteer's contributions for your volunteer newsletter, school newspaper or community paper.
17. Help plan a recognition event and invite the Superintendent, School Board Members, administrators, parents and community leaders.
18. Include the volunteer in staff meetings and training when suitable.
19. Call or write when the volunteer is absent.
20. Recommend the volunteer to supervisory staff.
21. Ask volunteers to help evaluate the program and suggest ways to improve.
22. Nominate your volunteers for any suitable volunteer awards.
23. Ask the Volunteer Coordinator or school community relations staff person about a feature story on volunteers for the newspaper, radio or television station.
24. Take your volunteer to lunch.