



## **Expectations of Teachers Working with Volunteers**

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Teachers who are working with volunteers have the following responsibilities:

- The teacher or a school staff person is responsible for directing the work of the volunteer.
- A teacher or other staff must always be present when volunteers are working with students.
- The teacher or other school staff is responsible for selecting students who can be successful working with a volunteer.
- The teacher or staff person is responsible for establishing a routine and regular method of communicating about the progress of the student or the project to the volunteer.
- The teacher or staff person will ensure all volunteers shall sign a data privacy letter regarding the confidentiality of any student information, academic or non-academic, they may have access to in the course of their volunteer work.
- The teacher or staff person must obtain a student's guardians/parents' permission for them to participate in a mentoring or tutoring program.
- Mentor and tutor activities are restricted to a school's campus. Off-site activities require special planning by school staff and permission for involvement from guardians/parents.
- Teachers will not allow volunteers to have contact with students without insuring the volunteers have been screened and given an orientation by the teacher, the school volunteer coordinator or a staff person in the Volunteer Services Office.
- Access to students via US mail or the internet must be conducted within MPS district policies and procedures.
- The teacher and/or school staff will show appreciation for the time and talents volunteers are sharing by thanking them.

## TEACHER'S EXPECTATIONS

*What does the teacher expect of the volunteer?*

- ❖ Promptness
- ❖ Love of children/ adolescents
- ❖ Enthusiasm
- ❖ Flexibility
- ❖ Dependability
- ❖ Consistency
- ❖ Patience
- ❖ Loyalty
- ❖ Businesslike attitude
- ❖ Imagination and creativity
- ❖ Non-disruptive influence
- ❖ Tact
- ❖ Sense of humor
- ❖ **Initiative**
- ❖ Interest in helping for the benefit of community
- ❖ Be discreet and trustworthy with confidential matters relating to classroom and students
- ❖ Be willing to help, ask for directions, follow instructions, take training, try a variety of approaches and techniques with students
- ❖ Be pleasant, friendly, have a warm, positive attitude
- ❖ Dress appropriately for the activity
- ❖ Be sensitive to teachers time needs
- ❖ Avoid trying to be an amateur psychologist
- ❖ Be capable of maintaining firm but kind discipline when working with small groups of students

## VOLUNTEER'S EXPECTATIONS

*What does the volunteer expect of the teacher?*

- ❖ Consideration
- ❖ Patience
- ❖ Appreciation
- ❖ Respect
- ❖ Courtesy
- ❖ Pleasant voice
- ❖ Sincerity
- ❖ Good directions
- ❖ Loves children
- ❖ Has tasks ready
- ❖ Cooperative attitude
- ❖ Controls class
- ❖ Shows how to use machines, when applicable
- ❖ Organization- gives clear instructions, plans
- ❖ Explains specific expectations for volunteer
- ❖ Explains policies and procedures of school and classroom
- ❖ Gives feedback on students' progress, attitude
- ❖ Is willing to help volunteer as needed
- ❖ Assigns tasks volunteers are capable of doing
- ❖ Treats volunteers as professional assistants
- ❖ Has students prepared to work with volunteer
- ❖ Has friendly and welcoming attitude
- ❖ Remains in charge of classroom
- ❖ Tells volunteer about schedule changes
- ❖ Matches personality of volunteer with students
- ❖ Provides materials needed for assigned tasks
- ❖ Offers constructive criticism or corrections but NOT in front of students
- ❖ Accepts creative ideas and suggestions of volunteer whenever possible
- ❖ Gives volunteer relevant information about student(s) that will help volunteers work with the student(s)

**Teacher Guidelines when Working with Volunteers**

<b>OBJECTIVE</b>	<b>ACTIVITY</b>	<b>GOAL</b>
Student selection	<ul style="list-style-type: none"> <li>▪ Select students who can be successful with the volunteer (do not pick students how are at-risk behaviorally or would benefit most from the teacher's expertise)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan activities and materials where both will feel successful</li> </ul>
Provide assurance and sense of belonging	<ul style="list-style-type: none"> <li>▪ Maximize volunteer's time. Establish a working area with materials to work with children (i.e. games, writing center)</li> <li>▪ Create atmosphere in which the volunteer feels comfortable and helpful</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create a comfortable situation for the volunteer to want to come back to serve our students.</li> </ul>
Classroom policies/ procedures	<ul style="list-style-type: none"> <li>▪ Go over the classroom rules, emergency procedures, equipment, lunchroom, copy machine, nurse's office, adult bathrooms, rewards and consequences. Provide a daily schedule of classes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unify efforts to keep a supportive learning environment for children. Be willing to help, give directions to make the volunteer be successful.</li> <li>▪ Post classroom rules and policies</li> </ul>
Create a classroom community	<ul style="list-style-type: none"> <li>▪ Assign same students work with volunteer to create a relationship and consistency,</li> <li>▪ Make children aware of the volunteer's role and create an environment of appreciation for their service.</li> <li>▪ Assign to volunteer a non-threatening activity (story-time, snack, party) where he/she can interact with whole class.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make list of positive traits and strengths of the students working with volunteer</li> <li>▪ Always be positive about the students with whom they will work</li> </ul>
Model Kindness and courtesy (non-judgmental attitude)	<ul style="list-style-type: none"> <li>▪ Model for volunteer: consideration, patience, courtesy, and appreciation regardless of race, religion, color, or diverse family structure for all students</li> <li>▪ Use a calm voice and manner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set the example- professional attitude, model respect for all the children we serve.</li> <li>▪ Advocate for your students.</li> </ul>
Establish open communication	<ul style="list-style-type: none"> <li>▪ Establish a journal or folder for the volunteer to communicate with you</li> <li>▪ Provide relevant information about students</li> <li>▪ Give feedback on student's progress</li> <li>▪ Give feedback on volunteer's help</li> </ul>	<ul style="list-style-type: none"> <li>▪ This will help avoid interruptions from your volunteer while you are teaching</li> <li>▪ Read and write in the folder regularly</li> <li>▪ It can be a communication or an anecdotal account of students' progress and activities if appropriate</li> </ul>
Be resourceful	<ul style="list-style-type: none"> <li>▪ Get to know your volunteer</li> <li>▪ Use his/her talents in the classroom</li> <li>▪ Provide meaningful tasks</li> <li>▪ Encourage volunteer to share his/her thoughts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take time to get to know the volunteer</li> <li>▪ Capitalize on the volunteer's knowledge and experience</li> <li>▪ Share the volunteer with other teachers when appropriate</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>▪ Conduct formal and informal evaluations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Measure and observe student progress</li> </ul>