

VOLUNTEERS IN YOUR CLASSROOM

Volunteers are a great resource to you and the students. Learning the volunteer's specific skills and talents will help you make best use of their skills and time. Volunteers may include parents/guardians, senior citizens, community members, or high school students.

CHECK TO SEE IF THERE IS A SCHOOL/ BOARD POLICY ON VOLUNTEERS. ASK:

- Who may volunteer?
- What kinds of things can volunteers do?

- How does the school invite volunteers?
- Do volunteers receive training prior to assisting in the school?
- Are parents/guardians allowed to volunteer in their own child(ren)'s classroom?
- How is the issue of information confidentiality addressed?
- How is a volunteer recognized in the school?

VOLUNTEERS MIGHT HELP YOU AND SUPPORT YOUR STUDENTS IN A MEANINGFUL WAY BY:

- ⇒ preparing teaching materials;
- ⇒ arranging displays of student work;
- ⇒ chaperoning on field trips;
- ⇒ listening to students read;
- ⇒ assisting with computer activities; *and*
- ⇒ working with small groups of students.

PLAN AHEAD TO:

- ⇒ meet with your volunteers to discuss their interests, talents, skills and times available;
- ⇒ prepare a monthly schedule that outlines when volunteers will be in your classroom;
- ⇒ consider how many extra people you can have in the room at one time;

- ⇒ provide the volunteer with clear directions and the resources needed;
- ⇒ make the volunteer feel welcome; *and*
- ⇒ introduce the volunteers to the students.

RECOGNIZE THE WORK OF THE VOLUNTEER BY:

- ⇒ discussing the successes and challenges;
- ⇒ saying “thank you” with specific comments on how the volunteer assisted you;
- ⇒ having your class write notes of thanks;
- ⇒ organizing a volunteer celebration with your colleagues; *and*
- ⇒ dedicating new resources in the library to your volunteer.

Should you need to address a concern, do so privately and tactfully.

