

TEACHER HANDBOOK

SO YOU WANT A VOLUNTEER TO HELP YOU???

READ ON.....

Howard County Public Schools
Maryland

INTRODUCTION

Helping children is what teaching, parenting or volunteering is all about--a shared venture, a cooperative undertaking.

What do you, as a teacher of children, have to gain from sharing this venture with the School Volunteer program? First of all, the additional help brings you that much closer to your goal of individualized education. Secondly, the talents, hobbies, and experiences of a wide range of volunteers can enrich and expand the curriculum. Then, too, the clerical tasks volunteers perform provide you with more time for teaching or planning.

A knowledgeable and understanding volunteer is your strongest ally and spokesman within the community. However, in order to gain the benefits, you must make an effort. The purpose of this booklet is to help you.

WHAT VOLUNTEERS CAN DO FOR YOU

When you request a volunteer, it is important that you acquaint yourself with the types of tasks they can perform.

Volunteers may work directly with individual students or with groups of students. Motivating students and enhancing their self-concepts are of primary importance. Volunteers may:

- tutor students in remedial/functional reading, writing, or math.
- develop and implement student social programs such as SHOP, Saturday Night Alive, etc.
- implement enrichment activities.
- supervise drill and practice activities.
- assist with classwork or special projects.
- play instructional games.
- help students who have been absent.

Some volunteers may prefer to help students in indirect ways. They may:

- prepare instructional materials.
- assist with bulletin boards.
- telephone to verify students' absences.
- provide clerical assistance such as typing, duplicating, laminating, and filing.
- prepare and collate PTSA newsletters.
- inventory books and supplies.
- work in specialized areas, such as the main office, health room, media center, resource room, or guidance office.

Often people wish to volunteer, but are unable to work in the school. In these cases, the volunteers may work at home to:

- type for teachers.
- catalog materials.
- prepare instructional materials.

ALL YOU HAVE TO DO IS DECIDE:

- what you want a volunteer to do.
- when the volunteer is needed.
- where the work will be done.
- to whom the volunteer is responsible.

VOLUNTEERS WHO FEEL THAT THEIR TIME AND TALENTS ARE BEING WELL USED ARE DEPENDABLE AND RELIABLE.

ORIENTATION

Your School Volunteer Coordinator will provide a general orientation for your volunteer. You may need to add additional information about your particular area. General orientation material includes:

- procedures for absences and attendance, stressing dependability.
- clarification of the roles of teacher and volunteer.
- reasons for respecting confidentiality.
- emphasis on professional commitment and non-judgmental attitude.
- guidelines for tutoring to reinforce positive attitudes and deal with discipline.
- procedures and policies of the school.
- resources available.
- school tour.

YOUR JOB

Now it's your turn. If you haven't already done so, write a job description for your volunteer. You can get a form from the volunteer coordinator.

Arrange a meeting with your volunteer(s). Go over the job description with them. Get to know your volunteers so that you can plan activities that take advantage of their special interests, talents, or skills. Explain the purpose and importance of the tasks you have assigned so that the volunteer understands the total picture. You may want to arrange a communication system such as a special folder or desk location with information which will allow the volunteer to begin working without waiting for instruction. You definitely want to arrange a way that you and your volunteer can communicate face to face on a regular basis. Other ways to get the most from the teacher/volunteer relationship and retain your volunteer help are:

- invite them to appropriate meetings and programs.
- keep school coordinator and volunteer informed about program and schedule changes.
- inform volunteer about pertinent professional materials.
- remember a volunteer's time is valuable.
- give volunteers the opportunity to make suggestions and evaluate their role in the program.
- increase the amount of responsibility as the volunteer shows willingness and capability.
- provide information about your classroom procedures and alternative plans for those times when the regular schedule cannot be followed.
- permit volunteer tutors to observe your techniques as you demonstrate an activity.
- evaluate services given by volunteer.
- keep the volunteer aware of positive gains so she/he can see merit in what is being done.
- help with recognition of volunteer services.

Volunteer Job Description

Title of Job: _____

Description of the Job Tasks: _____

Qualifications Required: _____

Duration of the Job (one hour a week, etc.): _____

Additional Duties and Responsibilities: _____

Training to be Provided: _____

Evaluation Procedures: _____

REMEMBER

No matter how much volunteer assistance you have and how valued that assistance is, it is important to remember that YOU, and only you, are responsible for:

DIAGNOSING

CONTACTING PARENTS

EVALUATING ON A FORMAL BASIS

PRESCRIBING

PROVIDING INITIAL INSTRUCTION

WRITING COMMENTS ON PAPERS THAT GO HOME

DISCIPLINING STUDENTS

No matter how much effort goes into a volunteer program, the attitude of the individual teacher plays a large part in the success of that program. Through the teacher, the volunteer sees his/her efforts either as providing a needed service, stimulating student learning, assisting in the overall objectives of the school curriculum or as merely performing "busy work." You are truly the most important link in the entire program.