Junior Achievement™

Educator Guide

Prepare to have an awesome Junior Achievement experience.

What will 2024-2025 look like?

We have models to meet you, and your students, where you are.

You Have Options!

Where will JA happen this year?

In person face-to-face

Virtual with a remote teacher

Self-guided

Who will lead JA this year?

1

Volunteer leads.

Volunteer is face-to-face, in your classroom.

OR

Volunteer is virtual, beaming in to your students.

2

Educators, like you, lead.

Volunteer is virtual, live-streamed to your students.

OR

Volunteer records videos that you share.

3

Students lead.

You check in on their progress.

This guide will help you prepare for all of these scenarios.

Why Junior Achievement?

How will JA help my students?

Junior Achievement inspires and prepares young people with the real-life competencies they need to succeed...

Through three pathways:

Financial Literacy

I learned how to create a budget and save my money.

View an example

Work & Career Readiness

I created my first resume and prepared for an interview.

View an example

Entrepreneurship

Our volunteer gave us tips on how to start a business.

View an example

Results and Alignment

- JA activities are tailored to curricular needs of elementary, middle, and high school students. Learn more.
- JA programs are interdisciplinary and support state and national Standards. Find your state's standards, here.
- JA conducts evidence-based evaluation studies to document the impact of our student oriented learning experiences. Learn more about our evaluation design here.
- JA provides the classroom with a role model—a business or community volunteer.
- JA builds competencies in financial literacy, work & career readiness, and entrepreneurship. Check the JA website for more information.

What Does Junior Achievement Provide?

What will my students do at my session?

What can you expect?

You will receive one of these sets of materials:

- A Physical Kit
- Downloadable Materials
- Web-based Tools

Where do you find the materials?

Your JA contact or JA representative will connect you to the materials you need.

What's included?

Educator and volunteer guides

Lessons and activities for each session:

- Overview
- Objectives
- Preparation needed
- Recommended time
- Materials
- Step-by-step instructions
- Places to personalize
- Talking points
- Assessment agent to track student progress

Some experiences also have: Slide decks, games, and videos.

Your Safety and Support Role

To create a safe environment for the students, please follow our safety guidelines:

1. Stay in the classroom while your volunteer is present.

> **Virtual Alternative:** Stay online with students while your volunteer is present.

2. Communicate classroom guidelines and school rules to your volunteer.

> **Virtual Alternative:** Communicate virtual guidelines to your volunteer.

3. Exchange emergency contact information with your volunteer. Discuss any school related emergency protocols, policies and procuedures.

4. Discuss food allergies/acceptable treats with your volunteer.

5. Handle discipline issues if/when they arise.

> **Virtual Alternative:** Hosting the meeting, you will have control of the chat and video features to handle discipline issues.

To ensure students' safety, volunteers:

- Read and sign JA Volunteer Conduct Policy.
- Read and sign JA Digital Media Policy.
- Read and sign JA Volunteer Media Release and Consent.

Your Safety and Support Role

To create a safe environment for the students, please follow our safety guidelines:

1. Stay in the classroom while your volunteer is present.

> **Virtual Alternative:** Stay online with students while your volunteer is present.

2. Communicate classroom guidelines and school rules to your volunteer.

> **Virtual Alternative:** Communicate virtual guidelines to your volunteer.

3. Exchange emergency contact information with your volunteer.

4. Discuss food allergies/acceptable treats with your volunteer.

5. Handle discipline issues if/when they arise.

> **Virtual Alternative:** Hosting the meeting, you will have control of the chat and video features to handle discipline issues.

To ensure students' safety, volunteers:

- Read and sign JA Volunteer Conduct Policy.
- Read and sign JA Digital Media Policy.
- Read and sign JA Volunteer Media Release and Consent.

How JA Prepares Volunteers to Support Belonging & Inclusion

1 Belonging

Diversified examples.

JA Volunteers provide examples that connect with students of different backgrounds. For example, we encourage our volunteers to use the names of stores, restaurants and shops in the school's neighborhood or share examples that may appeal to students of a particular cultural background.

Volunteers of all backgrounds.

Since students need variety in their role models, we actively help out with recruitment to make sure our volunteers are representing our students and communities.

2 Inclusion

Noticing patterns.

We train our JA volunteers to notice their patterns. Making sure volunteers call on students of all backgrounds. For example, are boys and girls both participating at similar rates?

Encouraging big dreams for ALL kids.

People from all backgrounds can be entrepreneurs, CEOs, and community leaders. Our volunteers are careful not to typecast some kids into particular kinds of roles or positions in their examples and simulations.

Incorporating different learning styles.

Some learners need to move, others need to read, others need to hear, and many need to talk and practice the ideas they're learning. Our volunteers balance their style with the needs of different types of learners.

Supporting all students.

We encourage our volunteers to check in with you to better understand how they can support every student in your classroom.

We encourage students to support each other.

Our volunteers may have students assist others with an activity or with interpreting an assignment.

We are flexible.

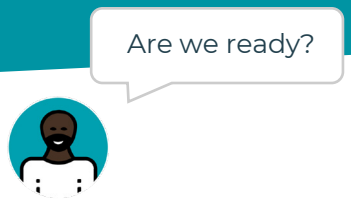
Our volunteers are flexible. If needed, volunteers can modify an activity so everyone can participate.

We set our expectations aside.

Our JA Volunteers put expectations aside and accept different behaviors because we recognize that students may not sit still, listen attentively, or answer questions in the way we expect.

Preparation If You're Leading the Program

You're leading, presenting content, and directing activities provided by Junior Achievement. Your volunteer's real-world experience enhances your session.



Prepare and Practice *(48 hours before session)*

❑ Prepare for your lesson. Consider how it relates to other content you've been sharing.
❑ Organize your lesson with this model in mind:

Spend most of the session doing the activity to keep students engaged

❑ Make notes with examples from your personal experience that will help students relate to the topic.
❑ If virtual, make notes on how to switch between slides, when to use the camera, and how to engage students.
❑ Sort the materials by lesson/activity or download the materials you need to distribute.

First JA Session

❑ Complete the pre-test.

After Your Final Session

❑ Return Pre- and Post-Program Surveys to the JA office.
❑ Call the JA office when your final session is completed.

And last, but not least...

We appreciate you!

Thank you for making a difference.

We're here for you.

As you continue through your Junior Achievement journey, we will:

1. Support and answer questions.
2. Provide materials for you to share.
3. Supply activities and prompts to engage students.

What's next?

You will receive your program guide to start preparing.

Not feeling quite ready? Attend our PREP session or connect with a local JA staff member to answer additional questions.

"The students love when an adult from the community comes in and teaches them about "real-life" things. The students find it valuable and relate to concepts that are being taught and learned in school."

–JA Educator

"It adds a dimension of authenticity to the confinement of the classroom. JA makes everything authentic for students and raises the students' levels of interest."

–JA Educator