

## **8<sup>th</sup> GRADE AND HIGH SCHOOL VOLUNTEER'S RESPONSIBILITIES**

### **A. Before Class**

1. Arrive at 9:15 AM and report to the Preschool Director (Denise Manning) to find out which classroom you will be assigned to.
2. Get your nametag from the director and attach it to your shirt.

### **B. During Class**

1. Enter required classroom
2. Ask the teacher if there is anything she needs help with; ex. Cutting, filing, setting up activity tables.
3. As children file into the classroom, give them their nametag and help them to be seated.
4. Choose a table and help assist the children with their activity.
5. During class time, assist the children when they have to use the bathroom and etc.
6. IMPORTANT! Do not pick up the children at any time. You may hold their hand to guide them when needed.
7. Help the teacher clean up after each activity or craft.

### **C. After Class**

1. Leave-taking – Assist the children with coats, parent letters, projects and other items. Be sure no child leaves without being called for by family members.
2. Clean up – Help the teacher clean up the class area. Leave the room, as it was found and return all items borrowed to their proper place.