



TEAM LEAD GUIDE

UNCOVERING PASSION. EXPLORING POTENTIAL.



WELCOME!

Thank you for volunteering to be the team lead for your company! In this role, you will be the liaison between your classroom and the volunteers from your company. We are here to help you be successful. If you have any questions, or would like support, do not hesitate to reach out to our team.

We would love to share all of the great work you do through our social media network. Please connect with us via social media and let us know if you would like us to share pictures and stories about what you are doing in the classroom or on field trips. We want others to know about the amazing work you are doing. We appreciate you sharing your stories with us!

@ADOPTACCLASS



TIPS FOR SUCCESS

TEACHER COMMUNICATION:

- **Follow The Teacher:** Find out the best way to communicate with your teacher and use that mode of communication.
- **Be Consistent:** Set a routine visit time if possible (i.e. second Thursday). Teachers have many moving parts. The more we can provide consistency and predictability, the better.
- **Fill The Need:** Share your overall plan with the teacher at the beginning of the year and ask if s/he has specific areas where you can enhance her classroom curriculum. Meeting the students where they are developmentally and socially is also important. Your teacher is your biggest resource here.

TEAM COMMUNICATION:

- **Time Blocking:** Schedule classroom visits as meetings on your calendar and invite your team members. Whichever system your company uses to schedule meetings is best.
- **Plan Ahead:** Have a planning meeting with your team between visits, to discuss your planned lesson, and to delegate responsibilities. Activities will flow better if your team knows the plan.

CLASSROOM MANAGEMENT:

- **Learn the rules:** Observe how your teacher gets students to quiet down and model the teacher.
- **Small Groups:** Quick broadcasts of the activity or lesson for the day are helpful. Then, break into groups of 3-4. Small groups are easier to manage, students participate more freely, and you will learn more from them as individuals. Try to do this as much as possible.
- **Stay with Teacher:** Your teacher will always be in the classroom while you are mentoring. You should never be alone in the classroom without a teacher or school representative present. Never be alone with a student.

CLASSROOM / PEN PALS / FIELD TRIPS:

- **Classroom Activities:** Create your own lesson plans based on ideas from your company or download activities from our website at www.aacmentors.org/educational-activities.
- **Invite us:** We would love to accompany you on a classroom visit. We promise to promote what we see and share your work with our community on social media. We are also happy to provide feedback when asked.
- **Field Trips:** The best trips are when the students are able to come to your office to see the breadth of what you and your company do. Open their eyes to the possibilities.
- **Pen Pals:** Talk to your team, and your teacher, about the best way to schedule the exchange of your pen pal letters or notebooks.
- **Log your visits:** Please log each visit at aacmentors.org. Not only does this help us document and quantify our impact, it also helps us when applying for grants so we can reach more classrooms and students.