



## **Executive Summary**

### **Inside the School 20-Minute Trainer: *How Can I Use My Classroom Volunteer Effectively***

Sometimes they stand awkwardly at the doorway and don't do anything. Some can help a student like Sam focus on a lesson and stop bothering the girls. Some can be very loud and bossy. Others can make sure the back of the line is just as well behaved as the front of the line. Some can be tattletales. I'm not referring to students . . . I'm talking about classroom volunteers.

Classroom volunteers mean well. They like children and want to spend their free time helping the school. We want to encourage that. Sometimes, though, classroom volunteers can make more work for the teacher and create disharmony in the classroom.

Inside the School knows that a good classroom volunteer can increase student learning, so we've developed a *20-Minute Trainer: How Can I Use My Classroom Volunteer Effectively*.

In 20 minutes you will review steps a teacher can take to use volunteers effectively in the classroom by setting the stage and staying in charge. Teachers and volunteers should be clear about the volunteer's tasks and authority, about confidentiality and on feedback. You don't want a volunteer to be yet another responsibility. By reviewing this 20-Minute Trainer, you will learn how to make your volunteer's time in your classroom a good experience for everybody.

#### **After viewing the 20-Minute Trainer you will learn to set:**

- Your own written guidelines for use of volunteers
- Specific steps teachers should take before a volunteer enters the classroom to assure a match between what the teacher needs and what the volunteer wants to do
- Specific guidelines to follow when the volunteer is in the classroom

#### **About the Presenter: Suzanne Tingley**

Suzanne Tingley began her career in education by teaching English in Paraguay, South America as a Peace Corps Volunteer. She served as an elementary school principal for 3 years and then became a superintendent of schools, retiring after 15 years in that position.

Tingley has published over 60 articles in education journals including seven commentaries in *Education Week*, the education journal of record.

She is an adjunct professor for the State University of New York in the Department of Education Administration. In 2007 she was named a "Woman of Distinction" by the New York State Senate. Tingley holds a BA from The Ohio State University and an MS from the State University of New York

at Oswego.

### **20-Minute Trainer:**

**Inside the School's** 20-Minute Trainers are designed to give practical classroom advice for busy teachers. They are priced to fit your budget and can be used to educate large groups or individuals.

All of our products have a satisfaction guaranteed policy. It's simple – if you are not satisfied, contact us and we'll refund your money. No questions asked.

The CD contains an audio presentation with PowerPoint and can be viewed on any standard computer equipped with Windows Media Player. Our CDs are not compatible with Macintosh computer systems. Presenter's handouts are included as a PDF on CDs.

All of our products have a satisfaction guaranteed policy. It's simple – if you are not satisfied with your **Inside the School** seminar, CD or transcript, contact us and we'll refund your money. No questions asked.

### **Cost:**

Inside the School's 20-Minute Trainers are priced to fit your budget. **Only \$99 each.** Order 2 to 5 20-Minute Trainers and receive a 20% discount. Order 6 or more and receive a 40% discount. And as with all **Inside the School** products . . . shipping is free!

### **4 Easy Ways to Order:**

1. Order directly online at <http://www.insidetheschool.com/20-minute-trainers>
2. Fax or mail the downloadable form found at <http://www.insidetheschool.com/wp-content/uploads/20MinTrainerOrderForm4.6.10.pdf>
3. Call 1-800-433-0499 ext. 2
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