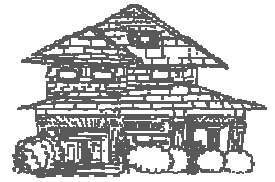


Classroom Management for Mini-Courses



If you are like most JEP volunteers, this will be your first time leading classroom activities. Below are a few ideas to help things flow as smoothly as possible.

Be prepared. Make sure that your activities are well planned and interesting, and that all group members know who is doing / saying / bringing (contributing) what parts of the lesson.

Expectations. Explain who you are and why you are there. At the beginning of each session, explain to students how the lesson will be structured (what will you be doing with them?).

- Speak with the classroom teacher on day one, and request his/her contact information so that you can get help or advice when planning lessons.
- Problems with discipline and classroom management can be avoided if children have a clear understanding of your expectations for their behavior and participation, and your rules.

Discipline. Ultimately, it is the classroom teacher's job to keep the class under control, but YOU should ask the teacher his/her "quiet signal" so that you can have a consistent strategy for getting students' attention.

- i.e. "If you can hear my voice, clap once....if you can hear my voice, clap twice..."
- Silent 5 -- holding your hand up in the air, waiting for students to raise hands, mouths closed.
- Turning the lights on and off for attention.
- NOTICE and point out the kids are behaving and improving.
- Separate students who are misbehaving.

Be consistent, firm and fair.

- Do not ignore unruly behavior one day, and not the next.
- Do not pick favorites. Try to give attention to all the children. Act confident and balance firmness with friendliness.

Name tags. Learning the names of 20 or more students that you see only once a week can be difficult and the same goes for the students learning *your* names.

- On the first day, make name tags (or table tents) that you collect at the end of the session and bring to each subsequent session. Address students by their names (don't just point and say, "You in the blue sweater".) -- through repetition you will learn them.
 - Make sure that all your team members also wear nametags so that students know how to address you and can effectively get your attention when needed.
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