



**Junior  
Achievement<sup>®</sup>**  
of Alaska, Inc.

*Junior Achievement of Alaska, Inc.  
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Anchorage, AK 99518  
Telephone: 1-907-344-0101  
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aellis@ja-alaska.org*

## **TEACHER BIOGRAPHY 2013-2014**

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE/SUBJECT \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ - \_\_\_\_\_ HOME PHONE \_\_\_\_\_ - \_\_\_\_\_

CELL PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ETHNICITY (required by JA Worldwide)

At which address do you prefer to receive Junior Achievement correspondence?

School

Home

Do you know someone who may be interested in teaching a JA class? If so, who?

NAME \_\_\_\_\_ TELEPHONE (907) \_\_\_\_\_ - \_\_\_\_\_

Thank you for participating in Junior Achievement. If you have any questions or concerns please feel free to contact our office!



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## **TEACHER AGREEMENT**

**2013-2014**

**This agreement is designed to ensure teachers understand expectations placed upon them by their volunteer(s) and the Junior Achievement staff.**

**Teachers offering Junior Achievement for the first time must attend an orientation, by phone or in person, prior to the start of the program.**

Teachers must arrange to meet with the consultant prior to the first class to establish the teacher-consultant partnership. If schedules cannot be arranged by a meeting, a phone conference will need to be arranged.

Teachers should provide a class list to the consultant by the first lesson.

**TO PROTECT STUDENTS AND VOLUNTEERS, TEACHERS ARE REQUIRED TO REMAIN IN THE CLASSROOM AT ALL TIMES WHILE THE VOLUNTEER IS PRESENT.**

**TEACHERS ARE RESPONSIBLE FOR MAINTAINING DISCIPLINE AND ORDER IN THE CLASSROOM.**

Teachers will notify the consultant immediately if the class is canceled or the class time is changed.

Teachers should assist the consultant with the lesson if needed.

Teachers should provide consultants with special lesson needs, as requested (i.e. audiovisual equipment, copies, etc...).

Teachers should contact the Junior Achievement program manager if any problems occur with communication, preparation, etc...

Teachers must contact the Junior Achievement staff prior to arranging a field trip in conjunction with a Junior Achievement course.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

**\*\*This agreement must be signed and returned to the Junior Achievement before the class can begin.\*\***