



# Junior Achievement of Alaska

## JA Inspire Responsibilities

### Junior Achievement Responsibilities:

- JA offers its curriculum to individual classrooms and will provide materials free of charge.
- JA will train teachers as needed and will provide support throughout the JA program.
- JA will provide round-trip transportation from the school to the JA Inspire Career Exploration Fair.
- JA staff will provide regular communication via email/phone to all participating schools.
- JA staff will ensure that all relevant online delivery systems are FERPA and COPPA compliant.

### Principal Responsibilities:

- Principal agrees to allow JA staff to speak at a faculty or principal meeting to train and review curriculum with teachers (if determined by school is necessary)
- Principal agrees to assign a staff/faculty representative to coordinate the program with JA staff.
- Principal will ensure that assigned educators will teach the program and ensure that students complete all lessons, including the pre and post-test evaluations.
- Principal agrees that JA staff can communicate directly with teachers to coordinate programs.
- Principal will agree to have signed permission slips for any student attending the Career Fair.
- Principal will agree to allow students with media consent forms to be photographed by JA staff for use on social media and marketing items; and teachers will know which students cannot be photographed.
- Principal will ensure that the school provides meals to any students that miss their scheduled lunch period while at the career exploration fair.
- Principal will ensure that all school staff/chaperones present at the career fair will follow JA staff and volunteer instructions to allow for an efficient flow of students in to and out of the arena.
- Principal reviews and agrees with teacher/coordinator responsibilities listed below.

### Coordinator Responsibilities:

- Coordinator agrees to help coordinate teacher training.
- Coordinator assists with filling out JA Inspire request form.
- Coordinator will work with JA staff to determine the number of busses needed and pick up/drop off times for the Career Fair off-site.
- **Coordinator will collect all unused materials, completed reflection activity documents, and pre- and post-tests for pick up by JA staff no later than the week of May 13, 2024.**
- **Coordinator will ensure the appropriate number of chaperones are present at the career fair to monitor student activity.**

### Teacher Responsibilities:

- Teachers will ensure that students complete all sessions of JA Inspire classroom program prior to career fair.
- Teachers will engage actively in the JA Inspire Career Fair and will encourage students to engage actively as well.
- Teachers will actively monitor students and help students stay on schedule at the JA Inspire Career Fair.
- Teachers will inform JA staff of which students can and cannot be photographed, if applicable.
- Teachers will ensure that all pre- and post-tests are completed.
- Teachers must maintain, and have with them, a list of students attending the career fair and are responsible for keeping track of head count during the career fair.

**By signing below, we agree with all the above items.**

**Principal's Signature** \_\_\_\_\_

**Coordinator's Signature** \_\_\_\_\_