



## Volunteer Needs 2011-12

### **Kindergarten – Mrs. Westergreen**

Thursday 9:30-10:30 KinderFriends (reading hour)

A Kinder Friend sits at a table w/ 3-4 children and leads them through various activities that the teacher has already prepared. Things like: reading a book, coloring, playdough, Candyland, etc. While the Kinder Friends are doing this, the K teachers are taking the children aside one at a time to assess their reading skills.

### **2<sup>nd</sup> Grade – Mrs. Hubbard**

Monday, Tuesday, Thursday 9:30 - 11:30

Volunteers needed to help supervise children while they are doing seat work and the teachers are working in reading groups. You will receive directions upon arrival. You will check this seat work for accuracy. You may also work with a small group or one-on-one as the need of the day arises.

Friday 12-2pm – Volunteer needed to work with 7 or fewer children in a center. All directions provided.

### **3<sup>rd</sup> Grade – Mrs. Lewis**

9-10:20 Math - Volunteers will work w/ students who are struggling w/concepts. I will pair volunteer with 1-3 students who need extra guidance w/ class work.

10:20-11:30 Vocabulary Workshop/Reading – Volunteers will work with students who are struggling with Vocabulary and Reading. I will assign volunteers to work with students individually who are having difficulty in these areas. Assignments will depend on need.

Any day - a volunteer is needed to help tear out weekly reading tests from student workbooks. This is easy work, but time-consuming. This need can be done any day or time, at the volunteer's convenience.

### **Library - Mrs. Brucker**

Thursday 8:45-1:00 Volunteers are needed to help with shelving, reading stories, and helping students check out books. Once software and computer is available, assistants are needed to input information from books to automate library check-out procedure. Once trained, days and times are flexible.

### **Front Office Help – Mrs. Crawford**

Any day Any time Filing, office work

### **Event Planning – Ms. Walters**

GOAL Tax Credit Program Publicity and Phone calls needed for September event (day and time TBA)

### **Work Teams – Mr. Hitchcock**

Civic and church groups are welcome to participate in renovation of Phase 3 of our second floor on a Saturday or vacation day. Skilled and unskilled labor welcome. Let us know if you are interested!

*If one of these options do not fit your schedule, write or call us and we will do our best to make arrangements that are mutually agreeable!*

*Note: An up-to-date background screening is required for all volunteers.*

## Heritage Academy Volunteer Guidelines

- Park on Greene Street in front of the school. Move cars by 2:45 p.m.
- Enter by the front door through the office.
- Sign the Volunteer Log each time you come, and wear nametag while at school.
- If you will be absent, please notify the school at 706-821-0034 as early as possible. If you know in advance that you will be absent the following week, please inform your student so he or she will not be disappointed. In addition, inform the teacher so that alternative plans can be made.
- Please do not bring gifts to your student (OPTIONAL exceptions are the birthday of your student and at Christmas).
- If you have any problems, or if the student is disrespectful, please inform the teacher.
- Volunteers should not be alone with a child.
- Most important guideline: Have Fun!!

### Heritage Academy Staff 2011-12 School Office 706-821-0034

Tori Brisendine, *Kindergarten Teacher*  
Commodore Bussey, *Science 4-8; Social Studies 4*  
Christi Chaka, *Kindergarten Parapro*  
Dina Crawford, *Secretary and Admissions*  
Vivian Easler, *Music 6/7/8*  
Rebecca Forty, *Art*  
Jan Hitchcock, *Principal*  
Diane Hubbard, *Second Grade Teacher*  
Carla Ilund, *First Grade Teacher*  
Kimberly Jefferson, *Kindergarten Parapro*  
Anna Johnson, *Second Grade Parapro*  
Kathryn Jones, *Kindergarten Teacher*  
Julie Lewis, *Third Grade Teacher*  
Jessica Mack, *Math 4-7*  
Tanya Marshall, *Language Arts 5 - 8*  
Felicia Morris, *First Grade Parapro*  
Felicia McCurry Morrison, *Kindergarten Teacher*  
Tyrona Murry, *Bible 4-8; Social Studies 5*  
Gabrielle Rolland, *Kindergarten Parapro*  
Jamie Sadenwasser, *Algebra I; Language Arts 4*  
Martha Shafer, *Music and Art Teacher*  
Anthony Sweat, *PE Teacher; Basketball Coach*  
Linda Tucciarone, *PhD, Executive Director*  
Darlene Walters, *Development Director*  
Beth Westergreen, *Kindergarten Teacher*  
Cherry Young, *First Grade Parapro*

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