

## Volunteer Opportunities for Limited English Proficiency Parents

This list is compiled from the TJ PTSA website. It is categorized by “medium-level proficiency” and “low-level proficiency”. The former (medium) means being able to listen for and to express simple messages would be required, for example, giving safety instructions to students. The latter (low) requires very little language at all.

### WEEKLY DAYTIME OPPORTUNITIES:

**Library (low)** : check in books/magazines, staff the circulation desk, file materials, cover/repair/shelve books, use the laminating machine etc. You will be asked to come for a regular shift time and work with the fulltime library staff.

**JLC Day (low)**: we need at least 12 volunteers each Thursday morning (8am till 9am) to provide coverage in various classrooms, science labs and the library while the faculty meet and plan during the Jefferson Learning Community time. Come every week or work with a partner and come every second week.

**Lunchtime Availability (low)**: currently needed to supervise during Open Gym but other needs (perhaps to cover for the clinic aide) may arise. Open Gym allows the students to play pickup basketball, practice dance routines or cheerleading. Ideal for those who live nearby TJ – the exact time of lunch depends on the day of the week so consult the directory.

### OCCASIONAL OPPORTUNITIES:

**Daytime Chaperone (medium)**: we might need you to chaperone a class field trip or accompany a small group of students in 8th period or more. All during the normal school day hours.

**Chaperone (out of school hours; medium)**: a range of possibilities including chaperoning at a school dance (good for those who like loud music,) weekends away with such as the Model UN or Academic teams, homecoming activities (e.g. float building). Could be after the school day at 4:00pm, evening or weekend hours.

**Freshman Lock In (medium)**: many parent chaperones are needed for this event in the late spring. Shifts are divided to cover through the night from about 6pm Friday through to about dawn on the Saturday.

**Sophomore Ethics Day (medium)**: in March the entire Sophomore class goes to George Mason University for Ethics Day. Parent chaperones are essential for the trip there and back as well as supervision during the day, most particularly at lunchtime. Parents can listen in to the always interesting presentations.

**Junior Camp-out (medium):** in the late spring the Junior Class holds their bonding activity on a Friday night. Parent supervision is vital to the success of this activity.

**AP/SOL Proctoring (low):** assist with room setup, hand out test materials, supervise students during the test taking and hand in of papers .This need is in the weeks of May. We also need parents to assist in the attendance office with student checkouts for about an hour beginning at 11:45am.

**Mailing (low):** assemble and prepare for monthly mailing such as the PTSA newsletter. This is one of the very best opportunities to network with other parents. Work daytime at school.

**Special Projects (medium or low):** are you available during the day to help with unspecified admin or clerical tasks? Sit around a table with other parents and alphabetize forms or similar tasks. Work daytime at school.

**Directory Handout (low):** needed at Back to School Night and maybe one or two other occasions. Work under the direction of a committee chairperson.

**Summer Assistance (low):** TJ doesn't close even during the summer! The Back to School packets are stuffed during one morning in mid-July and handed out over one week in mid-August by volunteers! We very much appreciate knowing if you would likely be available to help with one or both of these tasks. Student help is welcome as well and it would count as hours towards Honor Society requirements.

**Health Screening (low):** help the school nurse with student vision and hearing tests of the Freshman class and other new students. You would be asked to take a half-day shift in October.

**Donate food/supplies (low):** the PTSA provides the hospitality at many events both during the school day and at evening events throughout the year. We always need donations of food, bottles of soda and paper goods for these events. Please register your willingness to supply needed items.

## BOARDS, COMMITTEES AND GROUPS

**ANGP (medium):** the All Night Graduation Party is an unforgettable night for seniors on the evening directly following their graduation ceremony. Although only a one night event, planning goes on all year long. A steering committee is organized in the fall. This is not just for senior parents! Involvement of some Junior and underclass parents provides for continuity as well as allowing the senior parents on the committee to attend the graduation ceremonies with their family. Love to plan parties? Then this “Party of the Year” is your opportunity!

**Hospitality (low):** there are a wide number of occasion when the PTSA is asked to provide hospitality beginning with the “back to school” breakfast for faculty in late August and continuing throughout the year with such as : receptions to honor various achievements of student groups, a welcome for foreign visitors, or delegations from a variety of educational institutions, sweet treats fro the faculty as they extend their day to meet parents in the evening or perhaps to let them know of community appreciation.

**Landscape (low):** because first impressions do count and it is always more pleasant to work in an attractive environment. You might provide mundane help like regular weeding or artistic help in developing a welcoming landscape. The PTSA will provide funding for this committee.

### MISCELLANEOUS:

**Archivists (low):** work on organizing, preserving and storing various paper and photographic records of life at TJHSST. Knowledge of archival techniques is helpful but not mandatory. This is a good backroom job for someone who doesn't want to be in the limelight. Hours are arranged to suit your availability.

**Arts/Crafts/Calligraphy/Sewing/Costuming(low):** if you have skills or interest in any of these areas please check the box.

**Cultural Liaison(all levels):** because not all of our families are English language proficient we would like help for them. If you speak another language and would be able to communicate with families who are having difficulty understanding some aspect of TJ life then we want to hear from you. Translators are especially needed but also parents with an appreciation for how culture may affect understanding of a situation.