



Best Practices for Educators Interacting with Career Connect Volunteers

OBJECTIVE

Our goal is to make every Career Connect session a positive and respectful experience for volunteers, educators, and students.

PROFESSIONALISM

- **Be Present** A teacher or another adult representative from your school should always be present while the volunteer is connected to your classroom. Volunteers should never be alone with a student, and all sessions must remain virtual. Please try to minimize interruptions from colleagues during your session.
- **Be on Time** Log into your video session a few minutes early to make sure everything is working smoothly and address any technical issues.
- **Cancellation/Time Changes (Long Term)** For changes to a Career Connect that is scheduled in the distant future, you can edit your request, by clicking into the request and selecting “edit.” Your volunteer will then be notified and asked to confirm the change.
- **Cancellation/Time Changes (within two business days of scheduled visit)** If your classroom’s availability for a Career Connect session changes, please send a message to the volunteer through the Career Connect platform and the Career Connect team (CareerConnect@Discoveryed.com) with any last minute changes as soon as possible.
- **Preparation** Communicate expectations to the volunteer regarding the session’s content and objectives in advance. If there are any materials or presentations you would like the volunteer to show or present, be sure to let them know ahead of time.

PRIVACY & SAFETY

- **Confidentiality** Respect the privacy of volunteers and students. Do not capture or share any personal information or images of volunteers or students. Advise students NOT to share personal emails and phone numbers or any information that would encourage or facilitate a volunteer in contacting a student outside of the session.
- **Secure Environment** Use secure and school-approved platforms for communication with volunteers.

RESPECT & INCLUSIVITY

- **Respectful and Inclusive Communication** Before your Career Connect session, take a moment to remind students to use polite and respectful language, and to be mindful of their tone and body language during the conversation. All volunteers are asked to avoid sensitive or divisive topics, and students should be encouraged to do the same. As the educator, your role in guiding the discussion and moderating interactions helps ensure a positive and respectful exchange for everyone involved. We want every participant to feel welcome and valued.

INTERACTION WITH VOLUNTEERS

- **Collaboration with Volunteer** Coordinate with the volunteer using the Career Connect messaging feature to align the presentation to your goals.
 - Volunteers and classrooms may be in different time zones, so be sure to clarify a session's meeting time and applicable time zone when coordinating.
- **Age-Appropriate Content** Volunteers will look to educators for assistance in ensuring that all content is suitable for the age group and educational level of the students.

TECHNICAL GUIDELINES

- **Equipment** Ensure that your internet connection, camera, and microphone are functioning properly before the session begins.
- **Video Conferencing Features** Familiarize yourself with Video Conferencing features such as screen sharing and mute functions to facilitate smooth interaction.
- **Technical Issues** In case of technical difficulties, communicate promptly with the volunteer and work collaboratively to resolve the issue. Contact support@discoveryeducation.com to troubleshoot any technical issues.

FOLLOW-UP

- **Reflect and Report** After each session, reflect on the experience and report any concerns or suggestions for improvement to The Career Connect team at CareerConnect@discoveryeducation.com
- **Continued Engagement** If appropriate, request additional resources or follow-up sessions with the volunteer to further support classroom objectives.

By following these best practices, educators play a key role in partnering with volunteers to create meaningful and impactful career awareness experiences. Your efforts help bring learning to life and inspire students to explore their futures with confidence and curiosity.

Thank you for all you do to support student success!