

ROLES & RESPONSIBILITIES

ENVISIONEERS MENTORS AND CAMPUS TEAMS

Our staff is committed to supporting you and your Apprenticeship team to resolve any challenges or issues that occur throughout the semester. We believe consistent and open communication is crucial to facilitating a high-quality Apprenticeship. Please bring any honest and constructive feedback to Envisioneers as soon as possible.

Leading up to the start of and during classes, we ask that all Envisioneers Mentors check their inbox every week for important updates, semester schedules, and class changes from the Envisioneers team. While email is the primary mode of communication, text, phone, or group messaging can be discussed with individual Apprenticeship teams.

During your time with Envisioneers, you can expect to hear from your Teaching Lead (TL), Campus Director (CD), Envisioneers Mentor Lead (EML), and the Corporate Engagement Team (CE). A Volunteer Survey is also distributed at the end of every semester. We encourage you to use it as an opportunity to share any general feedback you may have to improve future Apprenticeship programming and training.

APPRENTICESHIP NAME

Envisioneers Teaching Lead (TL)

TL Name:

TL Email:

TL Phone:

Campus Director (CD)

CD Name:

CD Email:

CD Phone:

Envisioneers Mentor Lead (EML)

EML Name:

EML Email:

EML Phone:

Corporate Engagement Team (CE)

Corporate Engagement
Manager (CEM) Name:

Email:

Corporate Engagement
Director (CED) Name:

Email:



Fill out the team chart above and share
3 fun facts about you with your team!

VOLUNTEER ONBOARDING SCHEDULE

California state law requires that all volunteers who work with scholars on a consistent basis fulfill the following requirements before starting to volunteer:

- Submit proof of negative tuberculosis test or Risk Assessment Questionnaire (*must be valid within the past 4 years*)
 - *Only applies for in-person instruction*
- Submit fingerprints and clear a criminal background check (*waived for "one-time" or "infrequent" volunteers*)

You will not be able to teach your Apprenticeship if you are not in compliance with California state requirements.

****Envisioneer Mentors are required to attend volunteer training for onboarding.***

- Apprenticeship Training: week of **September 14th**
- Apprenticeship Fair: week of **September 21st**

Every campus has a small, set stipend allotted per Apprenticeship and will provide essential resources like markers, glue, paper, etc. At the beginning of your Apprenticeship, please discuss the availability of materials at your campus with your Teaching Lead. While we will make every attempt to secure additional materials, we're not able to guarantee the availability of specialized or "big-ticket" items for every scholar. If you would like to use additional resources or materials, please make arrangements to secure "in-kind" supplies from outside Envisioneers or purchase them on your own. All materials' reimbursements and "financial transactions" can be handled through your Campus Director. Please keep a record of the amount and value of all in-kind materials used for Envisioneers. In order to better track the value of our Apprenticeships, we will ask you to provide this information at the end of the year.

Your energy and enthusiasm are the most powerful tools for creating a positive, high-performing learning environment!

Preparation, engaging lessons, and flexibility go hand-in-hand with effective classroom management. Despite thorough planning, some scholars may not be ready to contribute positively to the classroom. Teaching Leads can help you manage any scholar's behavior that prevents you from effectively engaging your scholars. In some cases, your Teaching Lead may seek additional assistance outside of the classroom, from their fellow TLs, Campus Director, or Envisioneers Mentor Lead. Your campus staff should brief you on how to best manage scholar behavior within Envisioneers and at your campus. Please review this subject with your Teaching Lead as soon as possible, before the start of Apprenticeships.

On behalf of the scholars, schools, and communities we serve, Envisioneers is excited to welcome you to our team. Through your commitment to teaching, you've strengthened our ability to serve more scholars and supported Envisioneers' mission to change systemic inequalities in education with Expanded Learning Time.

After your semester of service, we encourage you to:

- Return as an Envisioneers Mentor or recruit new Envisioneers Mentors,
- Invite your personal and professional networks to support as "guest speakers,"
- Inquire about serving on the Envisioneers Advisory Board
- Become a donor

Please consult an Envisioneers staff member if you have any questions or concerns about anything found in this agreement. New ideas and feedback are always welcome!

Envisioneers thanks you for your leadership and passion in serving our middle school scholars in the Bay Area. Best wishes for a rewarding term of service and Apprenticeship season!

WHAT ARE 21ST CENTURY SKILLS?

Each Apprenticeship focuses on a different 21st Century Skill – Innovation, Problem-solving, Collaboration, and Communication. See the rubric on [page 14](#) to see how we score scholars.

WHAT ACADEMIC TOPICS ARE COVERED IN APPRENTICESHIPS?

Apprenticeships cover a wide range of topics! Envisioneers strive to expose scholars to topics in math, science, history, language, and more. Here are just a few of the Apprenticeships offered in the 2020-2021 year:

- **3D Printing**
- **Carbon Footprint**
- **Career Horizons**
- **Code Combat**
- **Constitutional Law**
- **Cooking Matters**
- **Creative Writing**
- **Financial Literacy**
- **Gardening**
- **Girls on the Mic**
- **Global & Community Problem Solvers**
- **Just Mindfulness and Movement**
- **Mock Trial**
- **Outdoor Exploration**
- **Point of No Return**
- **Power of the Pitch**
- **Web Development**
- **Youth Alive!**

Apprenticeships are 10-week hands-on learning sessions designed to expose middle school scholars in the Bay Area to potential college majors and career opportunities.

Previous Apprenticeship topics have also included journalism, filmmaking, and more! Envisioneers Mentors can sign up for a topic and curriculum at the beginning of the year or suggest a new topic related to any of our academic subjects.

WHAT IS SOCIAL-EMOTIONAL LEARNING?

Social-emotional learning focuses on the whole child and is designed to integrate the child's social and emotional well-being and development directly into the curriculum. Apprenticeships teach scholars the concept of:

- **I AM** – self-awareness
- **I BELONG** – relationship skills and
- **I CAN** – self-management and responsible decision-making

Social-emotional skills can be embedded into lessons using role-playing or scholar activities, such as songs that communicate messages of self-awareness, self-management, responsible decision making, relationship skills, and social awareness.

WHY DO APPRENTICESHIPS FOCUS ON COLLEGE & CAREER CONNECTIONS?

As an organization, our mission is to combat system inequalities in education for low-income scholars. Our Apprenticeships prepare middle school scholars from these communities for future college opportunities and careers in the STEM industry.



Source: [CASEL](#)