

## JA University Teacher

You are responsible for teaching students at JA University. Many student clients will visit your business during the day to interact with the teachers to learn a new workplace skill and earn more money. Be helpful and courteous to the students.

### **DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.**

1. Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.
2. Attend the meeting with the adult volunteer and other employees of JA University as you learn how to fulfill your responsibilities.
3. Learn the diagonal method of solving percentage-related problems. The student will:
  - a. Compute the fourth number, given three numbers on the diagonal rally board.
  - b. Read the problem and put the cards on the appropriate cells.
  - c. Using a calculator, multiply the two diagonal numbers that are available.
  - d. Divide the product by the third number. The quotient is the answer.
  - e. Math terms to keep in mind:
    1. **Whole:** the entire amount
    2. **Portion:** a part of the whole
    3. **Percent:** a part of the whole per hundred
    4. **Product:** the result of two numbers that are multiplied
    5. **Quotient:** the result of two numbers that are divided
4. Learn the student customer process.
  - a. Customer signs in and pays Registrar with \$1 check.
  - b. Registrar enters student into computer and prints diploma and \$3 check which the Principal signs.
  - c. Teacher takes student to desk and teaches the Diagonal Rally process.
  - d. Teacher turns to work page for student's business and helps student place the numbers in the proper cells, when necessary.
  - e. Teacher takes student to Registrar when finished, and Principal awards the diploma and \$3 check with deposit slip.
5. Practice computing the answers in the **Business Workbook**.
6. Practice the prepared interview scripts. KPLR 11 will send an employee for you when it is time for the interview.

**DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.**

1. Teach students the Diagonal Rally math process throughout the day.
2. Help students having difficulties with the math.
3. Award diplomas when students have completed the course, if the principal is not available.
4. KPLR 11 will send an employee for you when it is time for the interview.

**DURING THE SECOND WORK/BREAK ROTATION**

1. Teach students the Diagonal Rally math process throughout the day.
2. Help students having difficulties with the math.
3. Award diplomas when students have completed the course, if the principal is not available.
4. Help with clean-up at the end of the day.
5. Make sure that the correct cards are in the basket, pencils are sharpened, work table cleaned, and everything is ready for students the next day.

**Congratulations on a job well done!**