

Hosting Guest Educators

Guest Educators are an essential component of Greenfield Expeditions. Effectively welcoming these outside experts into our school and supporting them while they're here is critical for them to be successful for our students.



Pre-Visit Communication from Expeditions Teammates

A week before each guest educator visits your campus, the Network Support Expeditions teammate who originally booked that guest educator will send an introduction email between the guest educator and the host Expeditions teacher. In addition to connecting the guest educator with the teacher, the email also provides logistical information for the guest educator regarding their arrival. Resource: [Sample Emails Expeditions Teammates Sent Guest Educators](#).

Sign-In

In the morning, review your school's Key Info Document's Guest Educators tab, to be prepared for the guest educators that will be arriving, and to which classrooms they'll need to be directed. When a guest educator arrives in the main office, welcome them to the school and have them sign in.

Directions to Classroom & Adult Bathroom

For most guest educators, this will be their first time visiting the school. Once a guest educator is signed in, double-check which classroom they're going to, and walk with them to that classroom. On the way, point out where the adult bathroom is. Once you arrive in the classroom, introduce the guest educator to the Expeditions teacher.

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Materials Support

A few guest educators may need help bringing materials from their car to the Expeditions classroom. When Expeditions teammates are aware of this ahead of time, they will alert the main office staff at your school.

For Teachers and Coaches: Teaching with Guest Educators

Guest educators infuse authenticity, expertise, and engagement into Expeditions. Guest educators present exciting content, and engage with students about careers. That being said, Expeditions teachers need to play an active role in order for guest educator visits to be successful.

- Safety: An Achievement First staff member must be in the room at all times when a guest educator is present. Text another AF staff member to relieve you, and wait for them to arrive, if an emergency requires you to step out of the room.
- Culture: Guest educators are not responsible for classroom management or culture: even when a guest educator is present, it remains the Expeditions teacher's responsibility to establish and maintain a positive, safe learning environment. This means that Expeditions teachers will need to set clear expectations for students before the guest educator arrives, and build student investment in the guest educator by delivering an engaging introduction. Teachers will often need to jump in when the guest educator is speaking to have them unpack complex topics or words for students. Teachers will also need to reframe directions for students (especially before a transition or activity), so the instructions are clear and specific, and lead to safe and active participation.
- Pacing: It's exciting for guest educators to present to students, which means they often lose track of time while doing so. It is the Expeditions teacher's responsibility to remind the guest educator of their end time before they start, and to politely give them a heads up a couple minutes before time is up.
- Gratitude: Call on 1-2 students to share their appreciation for the guest educator before they leave.
- Departure: As the guest educator leaves the classroom, ask if they need directions out of the building or if they need help packing up their materials

ECCP Specific: Reserved Parking

Ops staff should reference the Expeditions hotspots document to see how many parking spots will need to be reserved for guest educators each day.