

**WHO MAY SERVE AS A SCHOOL VOLUNTEER?**

School volunteers may be parents, community members, senior citizens or upper grade students who augment and complement the educational program. Volunteers can be utilized in a variety of situations in schools, ranging from one time only to monthly, weekly or daily commitments. They may provide tutorial help, monitor lunchrooms, staff libraries and supervise playgrounds. Volunteers assist the classroom teacher, the school nurse or the clerical staff. They may make telephone calls, enter data, type or file. They might share a special skill, occupation or talent with the students.

**QUALIFICATIONS**

- Availability, dependability, reliability, friendliness and flexibility.
- Awareness of and willingness to follow any school district or state-mandated criteria regarding health and background checks.
- Special talents or abilities that help to enrich the school program.
- Recognition that accepting an assignment is a serious commitment.
- Strict confidentiality regarding students and school personnel.
- Awareness of the ethical and legal responsibilities involving the privacy of students' records.
- A desire and interest in working with children and youth.
- A willingness to learn and to follow directions

**RECOMMENDED ACTION**

- Work with the school volunteer coordinator to develop a clear understanding of duties and responsibilities.
- Attend and participate in orientation and training sessions.
- Become familiar with the school—both the staff and the campus.
- Learn about school governance and school/school district policies and procedures regarding school volunteers.
- Respect contracts negotiated between school districts and employee bargaining units regarding jobs which may be done by volunteers.

**SPECIAL INFORMATION THAT WOULD BE HELPFUL**

**PTA:** Names, addresses and telephone numbers of  
Volunteer Coordinator  
PTA president

**School:** Names of  
Principal  
Secretary  
Nurse  
Librarian  
Custodian  
Classroom teachers, including grade levels and room numbers.

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