

**Volunteer Name:** \_\_\_\_\_

Check all that apply:

- Classroom Building name and grade level: \_\_\_\_\_
- Fieldtrips Building name and grade level/program: \_\_\_\_\_
- Football  Boys Basketball  Girls Basketball  Cross Country  Track
- Baseball  Softball  Boys Soccer  Girls Soccer  Volleyball
- Wrestling  Boys Golf  Girls Golf  Cheerleading  Ski Team
- Equestrian  DMA Volleyball  DMS Track  Other: \_\_\_\_\_

TITLE: VOLUNTEER JOB DESCRIPTION – **DUE ANNUALLY**

- QUALIFICATIONS:
1. High school diploma
  2. Maintains a high level of ethical behavior and confidentiality
  3. Evidence of good leadership and citizenship qualities and displays a high interest in the students
  4. Prior job related experience is preferred
  5. Effective instructional skills
  6. If coaching, has knowledge of sport and coaching techniques

REPORTS TO: Principal, Athletic Director, and/or staff member

EVALUATED BY: Principal, Athletic Director, and/or staff member

JOB GOAL: The volunteer is to serve and assist the district’s programs in such a manner as to further the aims of general education and good sportsmanship.

**PERFORMANCE RESPONSIBILITIES:**

1. Volunteers shall be approved in accordance with District Policy. Such approved volunteers are covered under workmen’s compensation insurance and therefore must complete a time card for verification of hours volunteered.
2. Because of the fingerprinting mandate for individuals having the opportunity for direct contact with students, volunteers shall at all times be under the direct supervision of fingerprinted staff members who shall be responsible for their direction.
3. Assist staff members in providing better instructional services to students.
4. Support and cooperate with all other staff members in promoting the best total educational and sports programs.
5. Encourage desirable pupil/teacher relationships, ethical conduct, fair play, and good sportsmanship.
6. Keep abreast of all rules and rule changes.
7. UNDER NO CIRCUMSTANCES shall a volunteer be assigned any of the following responsibilities:
  - A. Prescribing courses of study. (Daily Turnouts)
  - B. Directing and/or controlling the studies of pupils.
  - C. Evaluating a pupil’s educational growth and development other than through informal communication with the supervising certificated employee.
  - D. Making reports to parents, guardians, or school employees with respect to a pupil’s educational growth and development.
  - E. Making reports to parents, guardians, or school employees with respect to any teacher or other certificated employee’s competency, level of preparation, classroom discipline, working environment, or any other aspect related to the evaluation of certificated personnel.
  - F. Prescribing disciplinary action relating to pupils.
  - G. Excusing pupils from attendance or participation in any classroom or school related activity.
  - H. Acting in any other capacity relating to instruction which has traditionally been delegated to the certificated employee without the direct supervision of the supervising teacher.
8. Volunteers do not:
  - A. Receive compensation for services.
  - B. Treat injuries sustained by students, although appropriate first aid may be applied.
  - C. Assume the sole responsibility for a student or group of students.
  - D. Receive instructional release time from school duties for practice or contests if they are a school employee.
9. A volunteer is liable for his/her actions as any other citizen in conjunction with treatment of injuries, transportation of students, etc.
10. Familiarize himself/herself with the District’s policies regarding asbestos, chemicals, AIDS/Hepatitis procedures, and all other policies related to the position as may be developed during the course of volunteer time.

TERMS OF THE VOLUNTEER POSITION: The length of this position is for one year only and can be terminated by agreement of the building principal, athletic director, and Board of Directors.

EVALUATION: Performance of this job will be evaluated in a summative manner.

I hereby accept the above terms of this position.

\_\_\_\_\_  
Volunteer’s Signature Date Athletic Director/Principal Signature Date