



**VOLUNTEERS** (*cont'd*)**Volunteer Duties**

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, principal, or other School District employee who has a legitimate educational purpose for discussing such information.

The Confidentiality Agreement is included as part of the Volunteer Assurances Form in IJOc-R.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will receive orientation, including:

1. general job responsibilities;
2. information about school facilities, routines, and procedures, including safety and evaluation;
3. work schedule and place of work; and
4. expected relationship to regular staff.

The teaching staff member, with whom the volunteer is working, should have volunteer assignments and activities clearly defined in writing, or clearly articulated and understood by the volunteer.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District policies and school standards. This training shall be developed under the leadership of the principal in consultation with the volunteer coordinator.

**Coaches**

Volunteer coaches of individual sports must be in compliance with all regulations and standards as set by the NHIAA.

**Legal References:**

*RSA 189:13-a, School Employee and Volunteer Criminal History Records Check*