



## CLASSROOM VOLUNTEER

<b>Supervisor:</b> Classroom Teacher Building Principal	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Instruction	<b>Terms of Employment:</b> Classroom Volunteers are not employed.
<b>Supervises:</b> none	<b>Position Type:</b> Volunteer

### **Nature of Work:**

To assist the teacher and students in daily classroom activities, providing support and enriching the educational experience. This role is ideal for individuals passionate about education and dedicated to making a positive impact in a school environment.

### **Duties and Responsibilities**

- Assist the teacher with instructional activities, including preparing materials, organizing resources, and helping with lesson plans.
- Provide one-on-one or small group support to students who need extra help, including reading, writing, math, and other subjects.
- Help maintain a positive and organized classroom environment by managing student behavior and facilitating a conducive learning atmosphere.
- Assist with clerical tasks such as photocopying, filing, and distributing materials.
- Support school events, field trips, and extracurricular activities as needed.
- Maintain open communication with the teacher and other staff members to ensure the needs of the students and classroom are met.
- Perform other duties as assigned by the classroom teacher or school administration.
- Report any incidents, concerns, or notable behaviors to teacher or administration.
- Be prepared to act quickly in case of emergencies, such as injuries, by following school protocols and procedures.
- Communicate and display courteous and professional behavior towards students, the public, parents, School and District Administrators, staff and peers.
- Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal statutes.
- Complete mandatory annual Vector Training.

**Minimum Qualifications**

- 1. High School Diploma or equivalent.
- 2. Must pass background check.

**Licenses and Certifications**

Valid Driver's License

I accept this position offered and agree to the above job description.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.