CLOVIS MUNICIPAL SCHOOLS
JOB DESCRIPTION

Position: School Volunteer

Supervisor: Principal/Teacher/District Administrator

General Job Description: Various volunteer duties at school sites on an as needed basis.

Essential Duties and Responsibilities:

1. Assist teachers as classroom helpers with preparation of classroom materials, tutoring of individual students, cleaning classrooms, facilitating celebrations, reading to and with individual students and groups of students, creating and putting up bulletin boards, facilitation of classroom projects, applying appropriate conflict management skills with students.
2. Work in the library/media center checking books, re-shelving, taking inventory, assisting students in book location, organizing and rearranging books and other items.
3. Assist with campus beautification projects including yard work, planting, weeding, and designing.
4. Provide front office assistance by answering phones, filing (non-confidential), classroom deliveries, and answering questions.
5. Assist in ensuring student safety on field trips in the role of chaperones for both school day and overnight trips.
6. Assist with school and family events as fundraisers, preparation, decoration, and clean-up.
7. Coaching.
8. Work with the P.A.C. in a number of roles including but not limited to fundraising, secretary / bookkeeping, leadership, committee work and achieving school goals.
9. Assist with special projects including but not limited to picture days, book fairs, yearbook sales and plant sales.
10. Assist with athletic, fine arts, and other school events as concession personnel, announcers, score keepers, timers and ticket sales.
11. Assist during standardized testing as hall monitors.
12. Assist in lunchroom and/or kitchen.
13. Serve as a guest speaker in classroom and/or for the entire school.
14. Assist administration in specialized areas of expertise.
15. Serve as a member of a booster organization in a variety of capacities including but not limited to fundraising, chaperoning, event planning and facilitation, student awards, collection of monies, concessions, etc.
16. Maintain positive attitude and assists in ensuring classroom environment is conducive to student learning.
17. Adheres to Code of Ethics as outlined in 6.60.9 New Mexico Administrators Code.
18. Performs other voluntary jobs as identified by the school.

Qualifications:
A school volunteer is an unpaid, voluntary position which does not include rights of employment or rights to any benefits afforded to District employees. Volunteers are called on an as needed basis for assistance to the District.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, and kneeling. Listen to and observe students. Moving of texts, furniture, desks and equipment.

Safety and Health:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Educational supplies and materials, including; pen, markers, paper, books, whiteboard, desks, chairs, computers and audio-visual equipment. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Fax machine, laminator, book binders, paper cutters, etc.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Must be able to navigate work environments with uneven surfaces. Flexibility and patience are required. After hours work may be required. Must be able to work under stressful conditions.

Terms of Employment:

Work hours are established by the school supervisor in consultation with the volunteers availability. Duties performed are voluntary with no expectations of compensation.