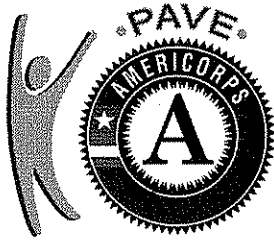


# Volunteer Handbook



Eldon School District  
112 South Pine Street  
Eldon, MO 65026  
573-392-8060-ext 1543 office  
573-392-8068 fax



# **PAVE AmeriCorps Volunteer Procedures**

## **Complete a Volunteer Registration Form**

This will let the volunteer coordinator know what you want to do and when you are available to do it.

## **Attend Volunteer Orientation**

This program will familiarize volunteers with the school setting, facilities and procedures. You will have plenty of opportunities to ask questions!

## **Sign In**

All volunteers must report their hours. Timesheets will be available in the office at the campus at which you volunteer

## **Wear Identification**

For the safety and security of our schoolchildren, all school volunteers and visitors must wear identification.

## **Call When You Can't Come In**

Your service is voluntary, but your commitment is professional. Teachers and students will be counting on you to be there. Please call the teacher or volunteer coordinator, (573) 392-8060 ext. 1543, as soon as possible if you won't be available for your scheduled time.

## **Respect**

As an active partner in the education process, anything you see or hear regarding a student's behavior, work or personal information must be kept private. Please help us protect the educational environment and hold questions for teachers and staff until they are not working with students. The teachers' copy times are limited so please be respectful when you are using the copiers. If a teacher needs to use the copier, please stop what you are doing and let them make their copies so they can return to their class as soon as possible.

## **Communicate**

Feel free to make suggestions and provide feedback. Volunteers may seek guidance and information from the teacher, volunteer coordinator or principal. If a change in assignment is desired, do not hesitate to ask. Volunteers are our valued asset and a content and enthusiastic volunteer is our goal!

## Dress Code

Volunteers set an example for students. We ask that volunteers follow school dress code policy and not wear clothing that may disrupt the educational process such as, but not limited to:

1. Hats, caps, bandannas, sweatbands or other head coverings;
2. No sagging clothing that shows undergarments;
3. Clothing with language that may be perceived as inappropriate, such as obscene, lewd or vulgar language or graphics;
4. Clothing that references alcohol, tobacco products or other drugs;
5. Clothing that is too tight or too revealing including tank tops; midriffs; halter, strapless, or low-cut shirts; low-cut jeans or skirts; backless tops or dresses; clothing with holes, or see-through clothing. Spaghetti strap tops or dresses must be worn with a jacket or shirt on top.
6. Appropriate undergarments must be worn.

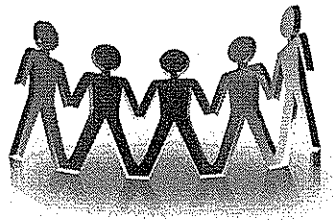
The PAVE AmeriCorps Program Director will determine the appropriateness of clothing. If you have any questions, please contact the PAVE AmeriCorps office, (573)392-8060 ext. 1540.

## CONFIDENTIALITY

You agree to hold any information, whether in verbal or written form, concerning any student, faculty, staff member, or their families as confidential and privileged by law. You agree not to divulge information without proper "Release of Information" authorization in accordance with Missouri State Statute (491.060 (5) RSMO.,Cumm. Supp. 1993), the Federal Privacy Act, and interagency agreements. You understand the release of information, whether in verbal or written form to any unauthorized person is forbidden and may be grounds for dismissal and or legal action.

During the performance of your assigned duties, you may have access to confidential information and records required for effective child and family service coordination and delivery. You agree that all discussions, deliberations, information, and records generated or maintained in connection with these activities will be handled and stored appropriately and will not be disclosed to any unauthorized persons.

**Don't forget to have FUN!**



"LIFE ISN'T ABOUT FINDING YOURSELF. LIFE IS ABOUT CREATING YOURSELF."

—GEORGE BERNARD SHAW



## Sample PAVE AmeriCorps Volunteer Job Descriptions

**All volunteer activities will be preformed only under the supervision of certificated school staff.**

### **Library Assistant**

Library assistants assist librarians in organizing library resources and making them available to students. At the circulation desk, library assistants lend and collect books, periodicals, videotapes, and other materials. Because nearly all card catalogues are computerized, library assistants should be familiar with computers or willing to learn.

### **Teacher Assistant**

Teacher assistants provide clerical support for classroom teachers, allowing teachers more time for lesson planning and teaching. They may serve one teacher or support the grade level. They make photocopies and operate the laminator. They set up equipment and help prepare materials for instruction. Teacher assistants often take charge of special projects. Some assistants work in the computer laboratories, helping students using computers and educational software programs.

### **Tutor**

Tutors provide instructional support for classroom teachers, allowing teachers more time for lesson planning and teaching. Tutors assist students in learning class material using the teacher's lesson plans, providing students with individualized attention. They set up equipment, and help prepare materials for instruction. They work with students individually or in small groups-listening while students read, reviewing or reinforcing class lessons. At a secondary school, tutors may help assess a student's progress by observing performance and recoding relevant data.

### **Clerical Assistant**

Rather than performing a single specialized task, clerical assistants have responsibilities that often change daily. Clerical assistants will be called on to file; operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and deliver messages. Many offices exist in the school system that could benefit from a clerical assistant; including counselors, technology, the Board of Education, PAVE AmeriCorps and each campus' main office.

### Mentor

Mentors will meet with a particular student once a week or several times a week over the course of the school year. While the mentor may have more than one student, the emphasis is to connect with a student and support them in multiple areas, including academically and socially. Mentors may network with teachers, counselors, and parents for the benefit of the student.

### Lunch Buddy

This position is as fun as it sounds. Sometimes lunch is the highlight of the day for at-risk students. Lunch buddies eat lunch with a student at least once a week. Lunch buddies take this opportunity to mentor and support the student. They listen, make a connection, and give a student someone to look forward to seeing each week.

### Enrichment

Anyone having a special talent, cooking, sewing or if you are super crafty, let us know and we will find a place to use your skills!

*There are two ways of spreading  
light—to be the candle or the mirror  
that reflects it.*

*~ Edith Wharton*

Eldon R-1 School District  
112 South Pine Street  
Eldon, MO 65026  
573-392-8060-ext 1543 office  
573-392-8068 fax

